#### NEW WATER BILLS ARE COMING TO YOUR MAILBOX

The Town of Brunswick Water and Sewer Department has converted its utility billing program to UBMAX online. The new program provides an interface for our customers to get information about their bills online, reprint a lost bill and to pay their bill online with credit cards, debit cards or echeck, if so desired.

### Your POP UP BLOCKER MUST BE OFF.

SOFTLINE DATA

You will need your first post card bill for the necessary information to set up your account. The information entered must match the card information exactly. Please when you pay your bill online, pay only the amount due. Make sure you do not pay the late amount, if you are sending your payment before the due date. Currently the Receiver of Taxes rules only allow the exact amount to be collected.

FIRST SCREEN when registering; enter in your information exactly as on the bill card and Click on **REGISTER** 

e. Existing users please login below. If you forgot your pass	rice. If you have any trouble registering for Bill & Pay please contact your municipality for word click the link below titled 'Forgot password''.
nber Login	Member Registration
Member Login:	Member Registration:
Username:	Municipality Code BrunswickNY
Password:	First Name
LOGIN	Last Name Town of Brunswick
Forgot your password?	Acct# 1338
	Email billing@Townofbrunswick.org
	Username TwnBruns
	Password
	Re-Enter

# SECOND SCREEN; after reading introduction Click on BILL&PAY in top bar.

TOWN OF BRUNSWICK 336 TOWN OFFICE RD TROY, NY 12180	Welcome Back!
Office: 518-279-3461 ext. 114 Fax: (000) 000-0000	BRUNSWICK
	Thank you for considering Online Bill Pay. The Town of Brunswick Water and Sewer Department has converted its utility billing program to UBMAX online. The new program provides an interface for our customers to get information about their bills online, reprint a lost bill and to pay their bill online with credit cards, debit cards or echeck, if so desired.
	You will need your first post card bill for the necessary information to set up your account. The information entered must match the card information exactly. Your Computer Pop Up Blocker Must Be Off
	To continue click on the "BILL & PAY" tab in menu bar above this will allow you to proceed with setting up your payments. Under BILL & PAY you will also be able to view or print up to a year's history of billing records & payment
	Please when you pay your bill online, pay only the amount due. Make sure you do not pay the late amount, if you are sending your payment before the due date. Currently the Receiver of Taxes rules only allow the exact amount to be collected.
	There is a convenience fee based on \$3.00 per \$100 owed. New York State Law does not allow the Town to absorb these fees, unfortunately. You will be able to see the full service fee prior to submitting your payment.
	Because of Covid-19 we are strongly discouraging in person payments. Read the back of your bill for more information.
	If there is an issue with registering your account, there is a video link in the up right corner of the page presenting the instructions or else you may email the Water Department at Billing@Townofbrunswick.org or call (518) 279-3461 ext. 114

THIRD SCREEN enter the amount of your payment and Click APPLY

Yearly History     Current Years Billings     Current Years Payments       Posted     Description     Amount     Posted     Description     Amount	Current Charges	u will be redirected to nsaction.	mmary of your current bill pur secure payment site. C \$0.00	Acct#: 1338 Payment Type:  Cre Amount: 0.00	Information Information IN OF BRUNSWICK dil/Debit Card O E-Cf	nt within 3 business da	ment simply ys. Note: A
	1						1000000
Posted Description Amount Posted Description Amount							
06/24/2020 Bill S0.00 No history Found.	Posted	Description	Amount	Posted	Description	Amount	

# FOURTH SCREEN; after reviewing CLICK ON I ACCEPT

#### **Payment Information**

Government Payments - EZNETPAY is the secure payment processor for Brunswick, Town of. To continue you must read and accept the terms below.

Pay To:	Brunswick, Town of
Payment For:	Utility Bill
Account Number:	BrunswickNY 1338
Service Fee - The service fee is collected from those w	ho opt to utilize this service.
Payment Amount:	\$5.00
Service Fee:	\$3.00
Total Amount:	\$8.00
	we, including the service fee, please enter your e-mail address in the space to the online payment screen. If you wish to decline, click the I Decline button

Email Address: wbradley@townofbrunswick.

Privacy Policy

FIFTH SCREEN: enter your information and **CLICK ON VERIFY**, this should complete your transaction.

## Transaction Information

Government Payments - EZNETPAY is the secu required information below.	re payment processor for Brunswick, Town of. To continue, please enter the
	Brunswick, Town of
Payment For:	
	BrunswickNY 1338
Payment Amount:	\$5.00
Service Fee:	
Total Amount:	\$8.00
Payment Method - Visa, MasterCard, and Discover are they bear one of the card brand logos, shown below.	e accepted. Bank Cards, also called Debit Cards, and ATM Cards are accepted if
Name on Card:	
Card Number:	
Expiration Date:	01 ~ / 2020 ~
Expiration Date.	01 • 7 2020 •
DISCOVER Mastercard VISA Billing Address - The address where you receive your	statement.
Country:	United States 🗸
Address:	
	TROM
City:	TROY
State:	New York 🗸
Zip:	
Phone:	Optional
Phone.	Optional
Verify	Cancel
Long	0.0003.00

**REGISTER ONLINE AT WWW.UB-PAY.COM**