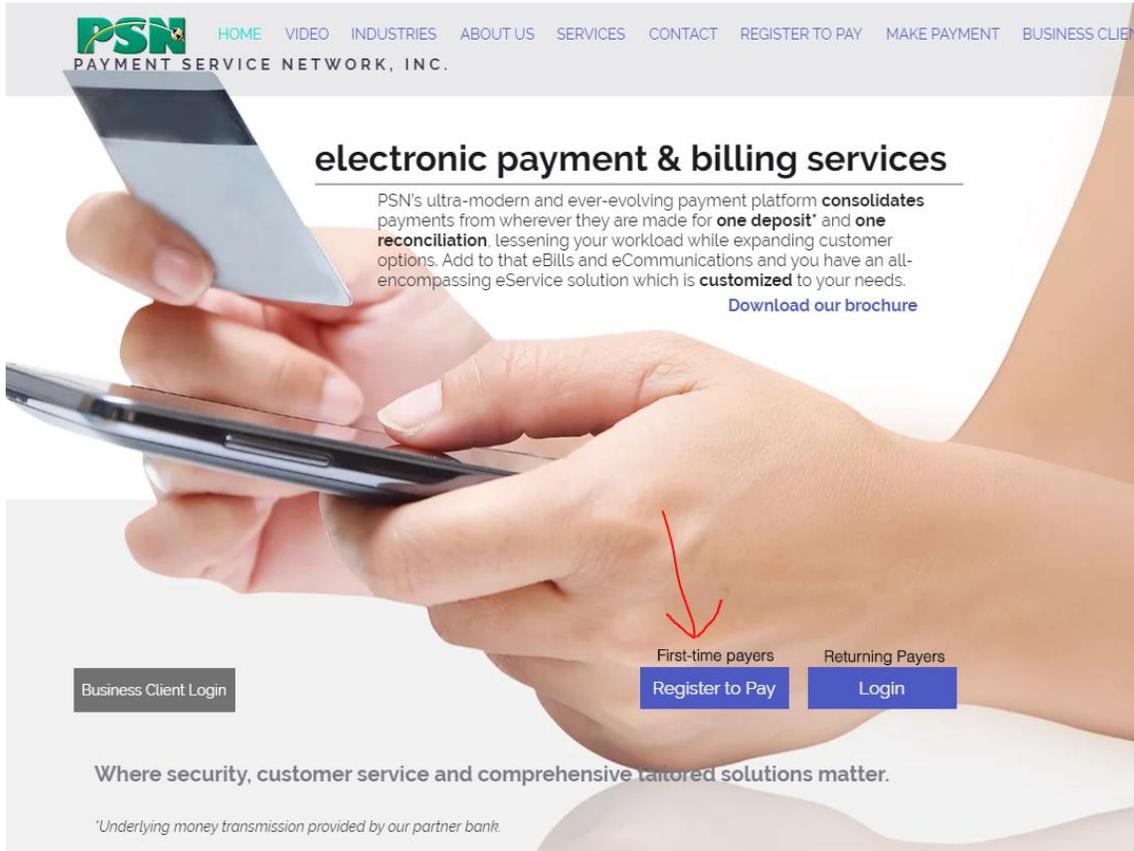


How to create a PSN First-time payers account

1. Go to <https://www.info.paymentservicenetwork.com/>
2. Click on Register to Pay



3. Search for the Business you want to pay:
 - Business Name: City of Pine City
 - Business City: Pine City
 - Business State: MN

Click Search.

4. The following options will pop up:

Business Name	Address	City	State	Options
City of Pine City, MN (Misc.)	315 Main St. S	Pine City	MN	Register (your info is saved) Make a Payment (your info is not saved)
City of Pine City, MN (Utilities)	315 Main St. S	Pine City	MN	Continue to locate your billing account

Click on Register (your info is saved) link under the City of Pine City, MN (Misc.) option

5. Register to Make Future Payment Quickly page will pop up, enter in all of your company's information here (this will be your user login and password so be sure to write it down) - Click SAVE/CONTINUE

Register to Make Future Payments Quickly

**Required response*

*First Name *Last Name

*Name to Use on Payment Receipt

*Address

*City *State *ZIP Code

Country

*Login (your email address)

*Confirm Email Address

*Password (Password should be between 7 and 20 alphanumeric characters.)

*Verify password

*Secret Question

*Your Answer

Phone Number: If you will be using our automated phone payment system, enter the phone number you will use most frequently to make a payment.

By selecting Save, you agree to our Terms & Conditions.

CANCEL

SAVE/CONTINUE

6. Customer Added Successfully page will pop up



PAYMENTS



SETTINGS



SUPPORT

Customer Added Successfully

PAYMENT OPTIONS

MAKE ONE-TIME PAYMENT

IT'S EASY TO COMBINE MULTIPLE BILLING ACCOUNTS

Click here to pay more than one bill in one visit.

[Recent Payments](#)

[Payment Methods](#)

Authorized payment portal for City of Pine City, MN (Misc.)



[SECURITY](#) | [PRIVACY](#) | [ABOUT PSN](#)

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7. Click on Payment Methods (right hand side) and Add New Method (VISA, MasterCard or Discover) Here you can put in your business or personal credit/debit card info and the site will save it as a "Payment Method"
8. Once you've added a New Method you will see the card info under YOUR ACTIVE PAYMENT METHODS

Congratulations you've successfully created a PSN account for making online payments to the City of Pine City

How to make a payment on PSN

1. To make a payment click on Payments (middle header icon) select Make A Payment. This screen will pop up:

Payment Information

Company Name: [Redacted]
City of Pine City, MN (Misc.)
Customer Name: [Redacted]
Email: [Redacted]

Payment Methods

*Available Methods: -- Select a Payment Method -- Add New

CANCEL

Authorized payment portal for City of Pine City, MN (Misc.)

Secured by PSN
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2. Select your Payment Method and enter your Payment Details, below is an example of what a Residential Roofing Permit would look like

Payment Methods

*Available Methods: [Redacted] VISA Add New

Payment Details

* Description: Building Permit

*Number/Description: 19-XX Roof 123 1st St

* Payment: \$50

Total Charge: \$50.00

*Payment Date: 11/6/2019

CANCEL CONTINUE

3. Click CONTINUE
4. Once you've paid for a permit you should receive a Window Card for that project. City staff will send the Window Card based on a report generated from PSN usually the following business day. If you do not see the Window Card in your email inbox in a timely fashion please email Carissa Kranz ckranz@pinecitygov.com or Andy Luedtke aluedtke@pinecitygov.com with the Permit # and Project Address and Payment Confirmation #