

1. The bill-pay site has been optimized for Google Chrome or Mozilla FireFox. Navigate to [HTTPS://cityofwoodburn.msspmt.com](https://cityofwoodburn.msspmt.com) and you will see the page shown below.

The screenshot displays the City of Woodburn website interface. At the top left is the Woodburn logo with the text "WOODBURN Incorporated 1889". To its right is a navigation menu with links for "Home", "Frequently Asked Questions", "Help", and "Contact Us". Further right are links for "Register", "About Us", and "Contact Us".

The main content area is divided into several sections:

- Secure Client Login:** A blue header box containing a "Username:" input field, a "Password:" input field, and an orange "Login" button.
- Account Management:** Links for "Register Your Account" and "Forgot Password".
- Security Badges:** Logos for "eSignatures VERIFIED & SECURED" and "VeriSign Trusted".
- Large Logo:** A large graphic of the Woodburn logo featuring a train, a building, and mountains, with the text "WOODBURN OREGON Incorporated 1889".
- Service Links:** Four colored boxes with icons and text: "Reading Your Water Meter" (yellow box with faucet icon), "Employment Opportunities" (purple box with woman icon and "NEOGOV" text), "Business License" (green box with upward arrow icon), and a small "SUCCESS" graphic.

At the bottom of the page, there is a footer with links for "Home", "About Us", and "Terms & Conditions", and a copyright notice: "Version 3.1.3.6 Copyright © 2014 Metro Presort Inc All rights reserved."

2. If this is your first time visiting the site, click on the “Register” link. The following screen will appear:

The screenshot shows a web browser window with the URL <https://cityofwoodburn.msspmt.com/Register.aspx#4>. The page features the Woodburn logo and navigation links: Home, Frequently Asked Questions, Help, Contact Us, Register, About Us, and Contact Us. The main content area is titled "New User Registration Details" and includes a privacy notice: "Your privacy is important to us. We will not rent or sell your personal information." Below this, a message states: "Please wait for us to process your request after clicking the save button." The registration form contains the following fields:

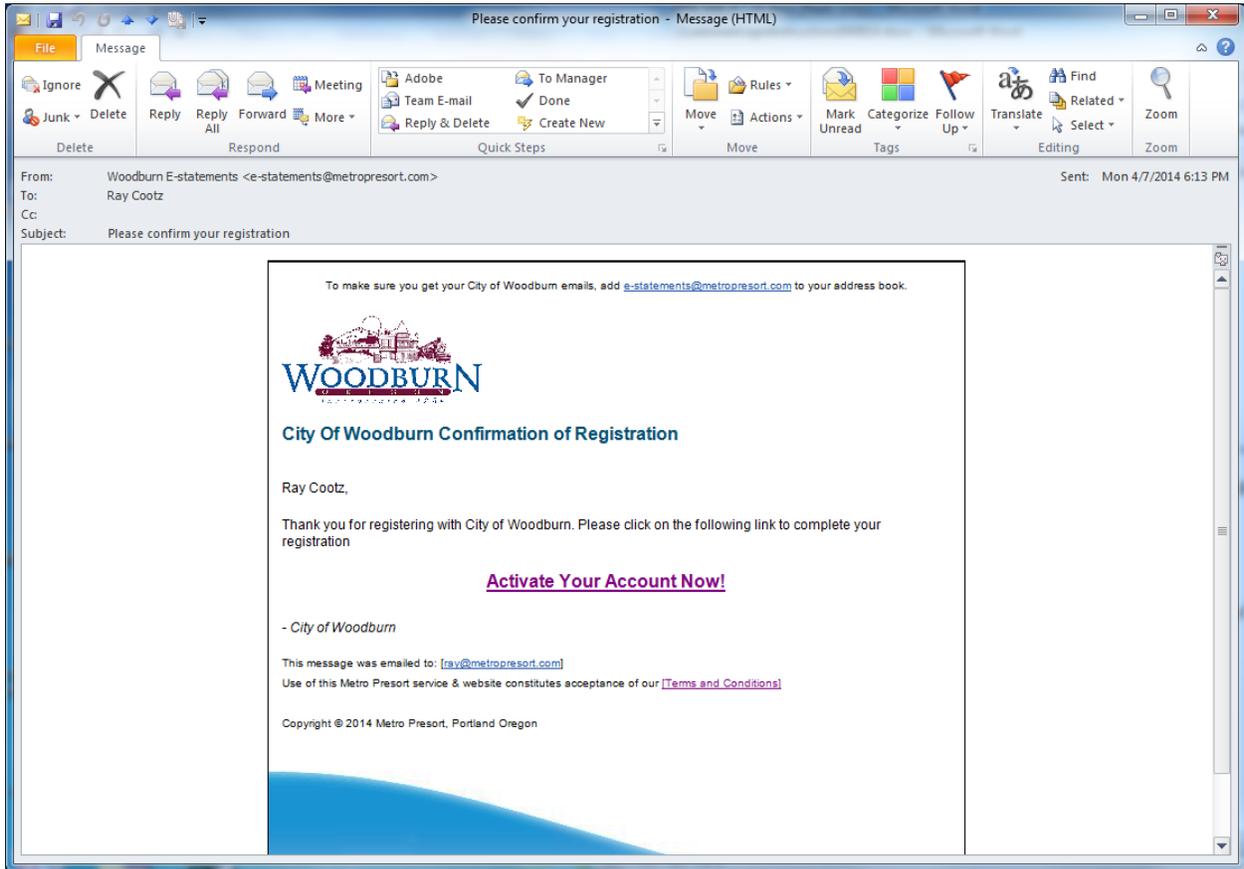
- FULL NAME:  (as it appears on your statement)
- ACCOUNT NUMBER:  (as it appears on your statement)
- EMAIL ADDRESS:  (required)
- USER NAME:  (required)
- DISPLAY NAME:  (required)

At the bottom of the form are "Save" and "Cancel" buttons. A security icon indicates "ENCRYPTED 128-bit SSL". The footer includes links for Home, About Us, Privacy & Security, and Terms & Conditions, along with the text: "Version 3.1.3.5 Copyright © 2014 Metro Presort Inc All rights reserved."

- You will need a copy of a recent billing statement since the name and account number you enter in these fields must match your statement exactly.
- Your “User Name” is the name you will be using to log in every month.
- The “Display Name” can be the same as your Full Name as it will be displayed throughout the system.
- Once you have successfully entered the required information you will get this confirmation that an email has been sent to your inbox with a link for completing your registration.

The screenshot shows a web browser window with the URL <https://cityofwoodburn.msspmt.com/RegistrationThanks.aspx>. The page features the Woodburn logo and navigation links: Home, Frequently Asked Questions, Help, Contact Us, Register, About Us, and Contact Us. The main content area is titled "Thanks for Registering!" and includes the message: "We have sent an email with instructions to the email address you provided on the registration form." Below this message is a "Home" button. The footer includes links for Home, About Us, Privacy & Security, and Terms & Conditions, along with the text: "Version 3.1.3.5 Copyright © 2014 Metro Presort Inc All rights reserved."

3. You will receive an email with a link that returns you to the City of Woodburn billing site where you will complete the activation of your account.



4. When you click the link in your email to complete your account activation, the following screen will open. Once you have completed activating your account by clicking the “Agree and Save” button, you are returned to the Home page. Be sure to accept the disclaimer by checking the box prior to pressing “Agree and Save”.

**WOODBURN**  
ESTABLISHED 1988

Home | Frequently Asked Questions | Help | Contact Us

Register | About Us | Contact Us

### Confirm Registration Details

Your privacy is important to us. We will not rent or sell your personal information.

ACCOUNT #: 20001070-001

EMAIL ADDRESS: ray@metroresort.com required

RE-ENTER: required

#### Login Information

USER: ray-user02

USER NAME: Ray Cootz

PASSWORD: required

PASSWORD RE-ENTER: required

I AGREE  With the disclaimer (click to view)

Agree and Save

ENCRYPTED  
128-bit SSL

Home | About Us | Privacy & Security | Terms & Conditions

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5. If you just set up and activated your account or are a returning user please enter your user name and password in the “Secure Client Login” dialog on the Home page.

The screenshot shows a Firefox browser window displaying the Woodburn, Oregon website. The address bar shows the URL <https://cityofwoodburn.msspmt.com/Default.aspx>. The page features a navigation menu with links for Home, Frequently Asked Questions, Help, and Contact Us, along with Register, About Us, and Contact Us links. A "Secure Client Login" form is prominently displayed on the left, containing fields for Username and Password, a Login button, and a link for "Forgot Password". Below the login form is a VeriSign Trusted logo. The main content area features a large graphic with the text "WOODBURN OREGON Incorporated 1889" and an illustration of a train and buildings. Below this graphic are four service tiles: "Reading Your Water Meter" with a water meter icon, "Employment Opportunities" with a woman icon and the NEOGOV logo, "Business License" with a green arrow icon, and a "SUCCESS" graphic. The footer contains links for Home, About Us, Privacy & Security, and Terms & Conditions, along with the text "Version 3.1.3.5 Copyright © 2014 Metro Presort Inc All rights reserved."

6. Once you have successfully logged in, you will be taken to a list of all statements on the system, both current and previous. To view your statement, click on the notepad at the left of the statement account number.
  - a. You can choose to pay the statement once you have it open, or you may pay it without looking at it by clicking the checkbox in the "Pay" column and then clicking on the gold "Pay Now" button near the top of the screen.

The screenshot shows the Woodburn user home page. At the top left is the Woodburn logo. At the top right, the user's name "Ray Cootz" is displayed along with "My Profile | Sign Out" and a profile picture. Below the header is a "User Home" section with a search bar. The search bar has two rows: "Look For: Account # [dropdown] Which: equals [dropdown] [input] [Search] [Reset] [Pay Now]" and "And (Optional): Account # [dropdown] Which: equals [dropdown] [input]". Below the search bar is a pagination control showing "1 of 1" entries. A table titled "Filter Results:" contains one entry:

Account #	Name	Date	Balance	Balance Due	Pay
20001070-001	COLUMBIA BANK	04/07/2014	97.96	97.96	<input type="checkbox"/>

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom of the page, there is a copyright notice: "Version 3.1.3.6 Copyright © 2014 Metro Presort Inc All rights reserved."

7. Here is the payment screen. Users will receive confirmation emails for payments that are successful and those that are declined.

The screenshot shows the Woodburn payment screen. At the top left is the Woodburn logo. At the top right, the user's name "Ray Cootz" is displayed along with "My Profile | Sign Out" and a profile picture. Below the header is a "Payments" section with a breadcrumb trail: "User Home >> @Document >> Payments". The main content area is titled "Make a Payment" and includes a privacy notice: "Your privacy is important to us. We will not rent or sell your personal information." Below this is a table with payment details:

ACT #	NAME	DOC ID	DOC DATE	AMT DUE	PAY AMT
20001070-001	COLUMBIA BANK	866539	04/07/2014	97.96	97.96

Below the table is a "BILLING ADDRESS" form with the following fields:

- FULL NAME:  (required)
- ADDRESS 1:  (required)
- ADDRESS 2:  (optional)
- CITY:  (required)
- STATE:  (dropdown)
- POSTAL CODE:
- PHONE #:  (###) ###-####
- EMAIL ADDRESS:

On the right side of the screen is a "Make Secure Payment" summary box. It contains the text "enter payment information below and process payment" and a "TOTAL TO PAY: \$97.96" button. Below this are fields for "PAYMENT TYPE: Select One..." (dropdown) and "ACCOUNT #: ". At the bottom of the box is a checked checkbox for "Save Information:".

8. The default delivery method for a new eStatement enrollee is for **email** delivery. You will no longer receive a paper bill in the mail once you are enrolled in this system, unless you go into your profile and select "Send Mail". Each time a new bill is generated, and you have "Send Email" box checked, you will receive an email with the subject of: "Statement is ready for viewing".
- a. To change the delivery type to "Mail" for example, you will login and choose to "edit your profile".

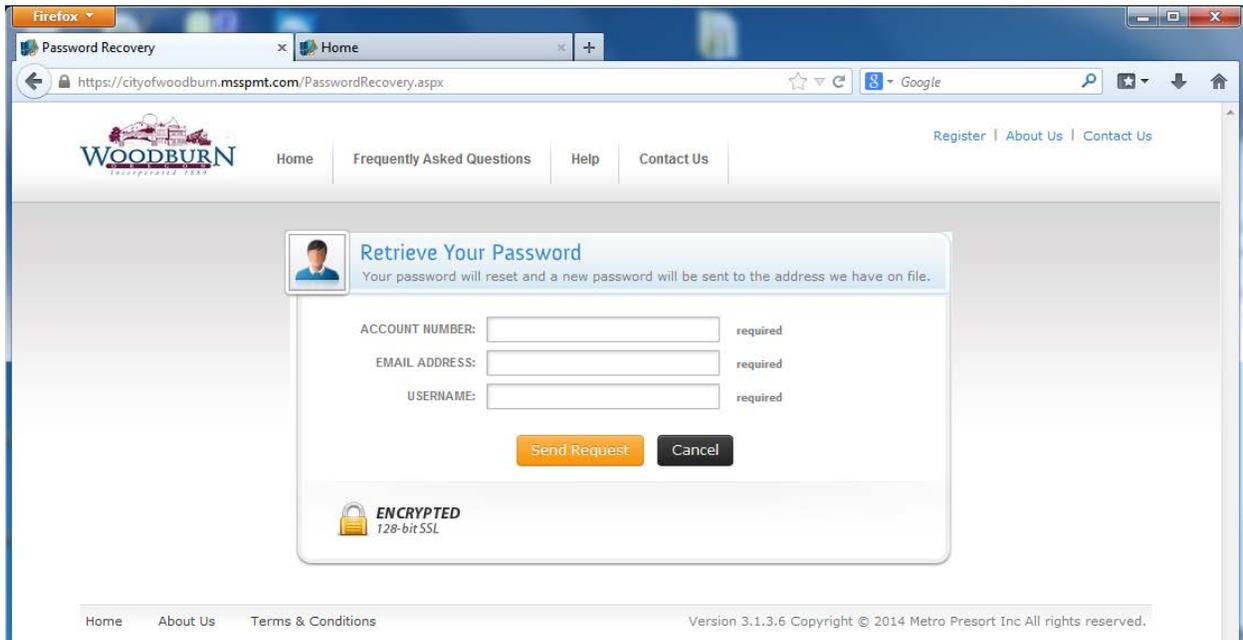


## My Profile

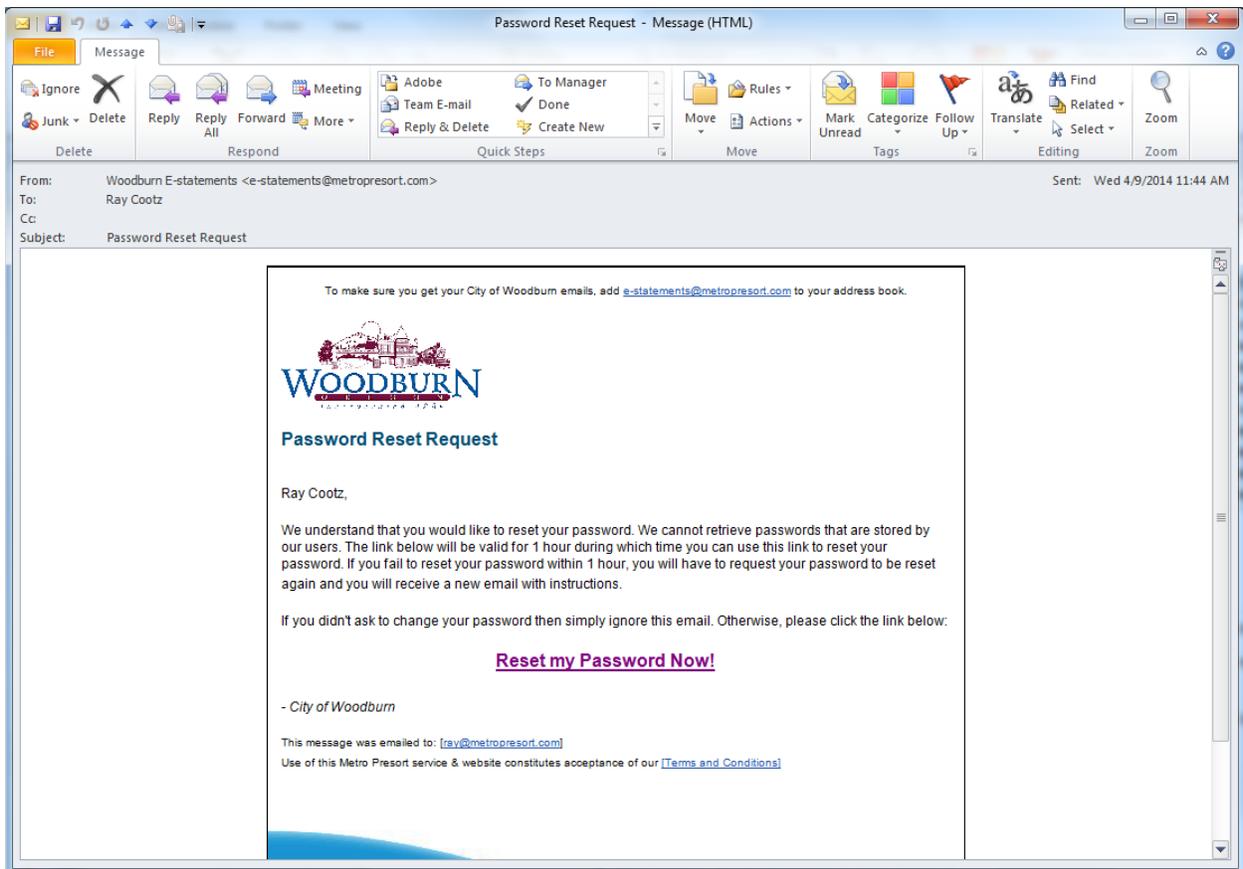
Your privacy is important to us. We will not rent or sell your personal information.

FULL NAME:	<input type="text" value="Ray Cootz"/>	required
ADDRESS 1:	<input type="text" value="3506 NW 35th Ave"/>	required
ADDRESS 2:	<input type="text"/>	(optional)
CITY:	<input type="text" value="Portland"/>	required
STATE:	<input type="text" value="Oregon"/>	
POSTAL CODE:	<input type="text" value="97210"/>	
PHONE #:	<input type="text" value="(503) 224-7230"/>	(###) ### -####
MOBILE PHONE #:	<input type="text"/>	(###) ### -####
FAX NUMBER:	<input type="text"/>	(optional)
LAST 4 SSN:	<input type="text"/>	Your data will be encrypted
PRIMARY EMAIL:	<input type="text" value="ray@metropresort.com"/>	
MAKE PAYMENTS:	<input checked="" type="checkbox"/>	
PAYMENT TYPE:	<input type="text" value="Discover"/>	(optional)
CREDIT CARD #:	<input type="text" value="*****0012"/>	required
EXPIRE DATE:	<input type="text" value="10/2021"/>	
DELIVERY METHOD:	<input type="checkbox"/> Send Mail <input checked="" type="checkbox"/> Send Email	
SELECT EMAIL TYPE:	<input type="text" value="URL"/>	
UN-ENROLL:	<input type="checkbox"/>	

9. If you ever need to reset your password, just click on the “Forgot Password” link on the home page, and the below dialog will come up.



10. You will receive an email with a link to change your password as shown below.



11. This link will take you back to the dialog shown below to setup your new password. Once you click on “Agree and Save” you are taken back to the Home page.

The screenshot shows a web browser window displaying the Woodburn website. The top navigation bar includes the Woodburn logo (with 'Incorporated 1998' below it) and links for Home, Frequently Asked Questions, Help, and Contact Us. On the right side of the navigation bar, there are links for Register, About Us, and Contact Us. The main content area features a modal dialog box titled 'Reset Password Details'. The dialog box has a small profile picture icon on the left and a privacy notice: 'Your privacy is important to us. We will not rent or sell your personal information.' Below the notice are four input fields: 'ACCOUNT #' (with a note '(as it appears on your statement)'), 'USERNAME', 'PASSWORD' (marked 'required'), and 'CONFIRM PASSWORD' (marked 'required'). At the bottom of the dialog box, there is a security icon and the text 'ENCRYPTED 128-bit SSL'. To the right of this text are two buttons: 'Agree and Save' (in orange) and 'Cancel' (in black). The footer of the page contains links for Home, About Us, and Terms & Conditions, along with the version number 'Version 3.1.3.6 Copyright © 2014 Metro Presort Inc All rights reserved.'