

# Making Online Payments

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Using our online payment system is easy! Just follow the 5-Step process below:

**Step 1:** Visit our website at <http://www.jonesboro.org/> and scroll down to the “Online Bill Payment” section, or you may navigate directly to <http://www.jonesboro.org/payments> .



Note, there are other links available throughout the website, just look for “Online Bill Pay” in menus along the left side of the screen.



**Step 2:** Select your payment type, Citizen Payments or Business Payments.

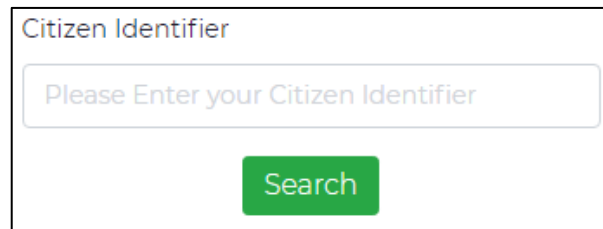


The following transaction types are found under each selection:

Citizen Payments	Business Payments
<ul style="list-style-type: none"><li>• Mowing, Demolition &amp; Sanitation Fees</li><li>• Alarm Fees</li><li>• Street Repair Charges</li><li>• Parking Fees</li><li>• Privilege License</li><li>• Sponsorship Payments</li></ul>	<ul style="list-style-type: none"><li>• Telephone Franchise Fees</li><li>• Hotel/Motel Taxes</li><li>• Alcohol Beverage Taxes</li><li>• <i>Inventory Licenses (coming soon)</i></li></ul>

## For Citizen Payments

**Step 3:** Enter your **Citizen ID** and select “Search.”



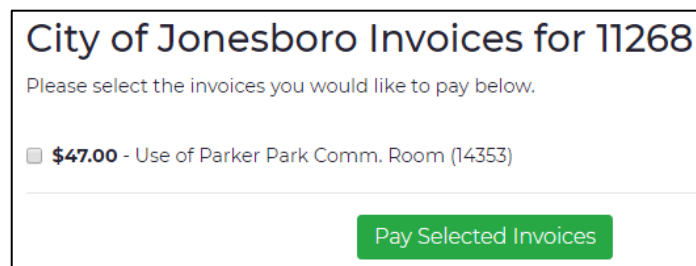
Citizen Identifier

Please Enter your Citizen Identifier

Search

**NOTE:** If you do not know your Citizen ID, you can open the document titled “Citizen ID Lookup” linked on the screen below the Search box.

**Step 4:** Select the transaction(s) for which that you would like to make payments and then click “Pay Selected Invoices.”



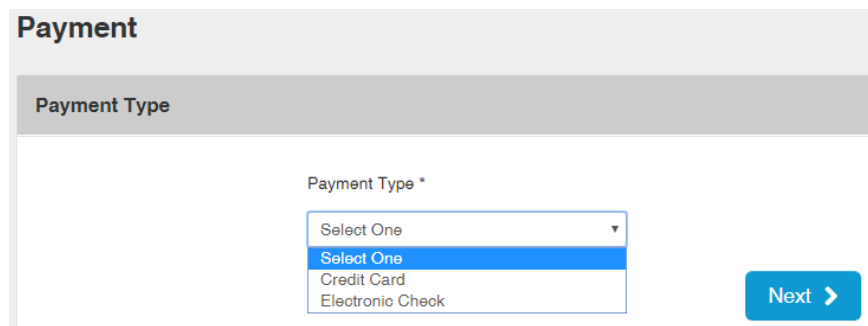
City of Jonesboro Invoices for 11268

Please select the invoices you would like to pay below.

\$47.00 - Use of Parker Park Comm. Room (14353)

Pay Selected Invoices

**Step 5:** Select your payment type, select “Next” and enter your payment information to complete the transaction.



Payment

Payment Type

Payment Type \*

Select One

Select One

Credit Card

Electronic Check

Next >

## For Business Payments

**Step 3:** Select your transaction type from the list.

### City of Jonesboro Online Business Payments

Make your online payments for the City of Jonesboro Services using your VISA, MasterCard, Discover or American Express credit/debit card or using an electronic check/ACH.

\* Please allow 24–72 hours for your payment to post to your account.

**Select your service: \***

- Telephone Franchise Fee
- Motel Tax
- Beverage Tax

**Step 4:** Enter your business information in all required fields and then upload any required documentation.

### ETI Upload \*

No file chosen

**Step 5:** Select your payment type, select “Next” and enter your payment information to complete the transaction.

### Payment

**Payment Type**

Payment Type \*

Select One  
Select One  
Credit Card  
Electronic Check