

The Village of Long Grove Online Payment Instructions

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Step 1: Getting Started

Go to the homepage of the Long Grove website: <https://www.longgroveil.gov/> and click the **Online Payments** tab at the bottom of the page.



Step 2: Accepting Online Payment Terms

Read over *Online Payments* information, which includes important details about what types of payments are accepted, credit card and e-check fees, and how you will receive a receipt for your transaction. Then click the **"I accept"** button if you agree to the terms.

Click the button below if you accept the online payment terms. You will then be directed to the online payments page:



Step 3: Payment Type- Part One

Choose the type of payment: *Building Permit, Utility Bill, Business/Liquor License, Vehicle Sticker, or Other Bill*). **Please choose "Pay Other Bill" for any payment that does not fit within the categories provided or if you are unsure.**



Pay Your Building Permit



Pay Your Utility Bill



Pay Your Business and Liquor License



Pay for your Vehicle Sticker



Pay Other Bill

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Step 4: Payment Type- Part Two

Choose a payment type from the drop-down box: Your choices are *Permits, Utility Billing, Business and Liquor License, Vehicle Stickers, and Other.*

The screenshot shows a web browser window with the URL `client.pointandpay.net/web/villageoflonggroveil`. The page title is "Village of Long Grove, IL-Online P...". The browser's address bar shows the URL and several icons. The page content includes the Village of Long Grove logo and a navigation bar with three steps: "Step 1: Select Payments", "Step 2: Review and Submit", and "Step 3: Confirmation and Receipt".

The main content area is titled "Step 1: Select Payments" and contains the following text:

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

Please enter the Payer information regardless if you are paying with a Credit Card or an Electronic Check. Enter the name on the credit card or the checking account and the address that is associated with that account.

Note: * indicates a required field.

My Bills

Description
Payment Type: *

Buttons: Save, Delete, Add Another Item to...

Payer Information

First Name: *
Address Line 1: *
Address Line 2:
City: *
State: *
Zip Code: *
Phone Number: *
Email Address: *

Payment Information

Payment Method: *
Credit or Debit Card
Card Number: *
Expiration Date: * (in mm/yy format)
CVV: *

Where is this number?

Buttons: Cancel, Continue

Important Payment Type Details:

After choosing the payment type, you will need to fill in fields specifically related to *Utility Billing, Permits, Vehicle Stickers, Business and Liquor License, and Other*. **If you are paying a Utility Bill**, please type in the *Name* on the account, the *Account Number*, and the total *Amount* of the bill(s). **If you are using the Other category**, type in the *Payer Name* (resident or business), the *Reason* (type of payment), and the total *Amount* of the payment. **If you are paying a Permit**, please type the *Payer Name* (business or individual who is paying for the project), the *Project or Permit Address*, and the total *Amount* of your bill (all parts of your bill may be paid in one payment, i.e..., deposits and fees). **If you are paying a Business or Liquor License**, provide the *Business Name, Business Owner, Business Address, and Amount* of the payment. **If you are paying a Vehicle Sticker**, please provide the *Payer Name, Address, Number of Stickers* that you are requesting, and the total *Amount Due*.

Online Payments | Long Grove, IL x Village of Long Grove, IL-Online P x the_village_of_long_grove_online x Village of Long Grove, IL-Online P x

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Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

Please enter the Payer information regardless if you are paying with a Credit Card or an Electronic Check. Enter the name on the credit card or the checking account and the address that is associated with that account.

Note: * indicates a required field.

My Bills

Description
<input type="button" value="Save"/> <input type="button" value="Delete"/>
Payment Type: * <input type="text" value="Permits"/>
Payer Name: * <input type="text"/>
Payer Company Name: * <input type="text"/>
Project or Permit Address: * <input type="text"/>
Amount: * <input type="text"/>

[Add Another Item to Cart](#)

Payer Information

First Name: * Last Name: *

Address Line 1: * Address Line 2:

City: * State: * Zip Code: *

Phone Number: * Email Address: *

Payment Information

Payment Method: *

Card Number: *

Expiration Date: * (in mm/yy format)

1:58 PM 2/18/2021





Step 5: Payer Information

The Payer Information needs to be filled out for all payments, regardless if you are paying by credit, debit, or electronic check (Enter the name on the credit card or the checking account and the address that is associated with that account). All fields with a red asterisk are required. Dashes in your phone number are not required.

Payer Information

First Name: *	Last Name: *
<input type="text"/>	<input type="text"/>
Address Line 1: *	Address Line 2:
<input type="text"/>	<input type="text"/>
City: *	State: * Zip Code: *
<input type="text"/>	<input type="text"/> <input type="text"/>
Phone Number: *	Email Address: *
<input type="text"/>	<input type="text"/>

Payment Information

Payment Method: *
<input type="text" value="Credit or Debit Card"/>
Card Number: *    
<input type="text"/>
Expiration Date: * (in mm/yy format)
<input type="text"/>
CVV: *
<input type="text"/> Where is this number?


Step 6: Payment Information

Select the type of payment, found below the Information, with the drop-down box:
Credit/Debit or *Electronic Check*.

Payer Information

First Name: *	Last Name: *	
<input type="text"/>	<input type="text"/>	
Address Line 1: *	Address Line 2:	
<input type="text"/>	<input type="text"/>	
City: *	State: *	Zip Code: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number: *	Email Address: *	
<input type="text"/>	<input type="text"/>	

Payment Information

Payment Method: *
<input type="text" value="Credit or Debit Card"/>
Card Number: * 
<input type="text"/>
Expiration Date: * (in mm/yy format)
<input type="text"/>
CVV: *
<input type="text"/>

[Where is this number?](#)

***See details for credit/debit and electronic check payments on the following page.**

Credit Card:

If you are paying by credit or debit, you will need to fill in the Card Number, Expiration Date (mm/yy format) and the CVV code:

CVV: * Where is this number?

Payment Information
 Payment Method: *

Card Number: *

Expiration Date: * (in mm/yy format)

CVV: * Where is this number?



3-digit security code

4-digit security code

Electronic Check:

If you are paying by electronic check, you will need to fill in the routing number, the account number twice, and choose the account type (checking or savings) with the dropdown box. **Always double check routing (9 digits) and account numbers.**

Payment Information

Payment Method: *

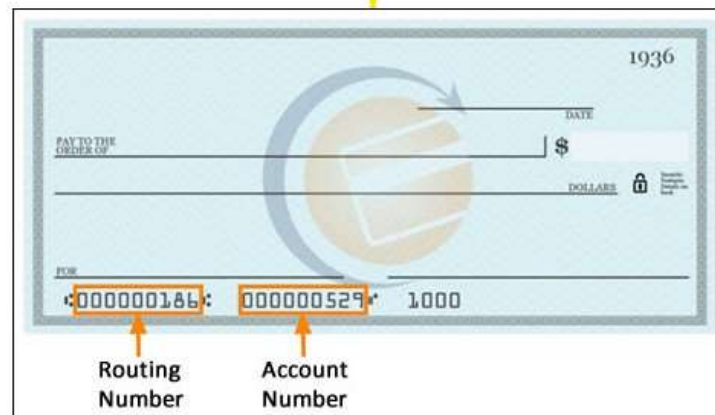
Routing Number: *

Account Number: *

Re-enter Account Number*

Account Type:*

Routing Number. This is a 9 digit number usually located at the bottom of the check to the left. This number is always 9 digits. Please ignore the special character at the beginning and end of the number, and be sure to enter any leading zeros.



Step 7: Submission and Contact Information

Click the green ***Continue*** button at the bottom of the page. Review payment information for accuracy, including the payment amount, and click submit. A receipt will be sent to the email that you provided.

Thank you for using the Village of Long Grove Online Payment system. If you have any further questions, please contact us at 847-634-9440 or visit our Contact Us page on the Village website.