



Exeter Pound – Help File

Paying Business Rates

Login as normal and go to the *Banking* menu, then select the *Payment -> to user* option on the left hand menu.

A screenshot of the "Payment to user" form in the Exeter Pound system. The top navigation bar includes "Home", "Banking", "Users", and "Personal". The left sidebar shows "My accounts" with sub-items "Account information", "Payment", "To user", and "To sterling". The main form area is titled "Payment to user" and contains the following fields: "From account" (Exeter Pound Account - Balance: £E 60.00), "To" (radio buttons for User, Contact, Login name), "User*" (text input), "Amount*" (text input with ". 00 £E" suffix), and "Description" (text area). A "Submit" button is located at the bottom right.

With the *user* To option selected, type **exetercitycouncil** exactly as written with no spaces, if you type it correctly the *Exeter City Council* user should automatically be selected like below and a new box called *Reference Number* should appear.

A screenshot of the "Payment to user" form in the Exeter Pound system, showing the "Exeter City Council" user selected. The top navigation bar and left sidebar are the same as in the previous screenshot. The main form area is titled "Payment to user" and contains the following fields: "From account" (Exeter Pound Account - Balance: £E 60.00), "To" (radio buttons for User, Contact, Login name), "User*" (dropdown menu showing "Exeter City Council"), "Amount*" (text input with ". 00 £E" suffix), "Account Number*" (text input), and "Description" (text area). A "Submit" button is located at the bottom right.

Type in the amount you want to pay and your reference number (you will find this in the top right hand corner of your invoice from Exeter City Council), and a description if you wish (optional)

The screenshot shows a web application interface with a blue navigation bar containing 'Home', 'Banking', 'Users', and 'Personal'. On the left, there is a sidebar with 'My accounts' and 'Payment' sections. The main content area is titled 'Payment to user' and contains the following fields:

From account	Exeter Pound Account - Balance: £E 60.00
To	User
User *	Exeter City Council
Amount *	40.00 £E
Reference Number *	1234567CX
Description	Paying business rates

A 'Submit' button is located at the bottom right of the form.

Click the *Submit* button and then you'll be able to view the payment details for confirmation

The screenshot shows the 'Payment review' page. The navigation bar and sidebar are the same as in the previous screenshot. The main content area is titled 'Payment review' and displays the following details:

From account	Exeter Pound Account
To	Exeter City Council
Payment type	Pay ECC Business Rates
Amount	£E 40.00
Reference Number	1234567CX
Description	Paying business rates

A 'Confirm' button is located at the bottom right of the page.

If you are happy with payment details click *Confirm*, if not use the back button on your browser to amend them.

The screenshot shows the 'Transfer details' page. At the top, there is a green success message: 'The payment was successful' with a 'Close' button. Below this, the page is titled 'Transfer details' and displays the following information:

Amount	£E 40.00
Date	11-08-2015 10:39
From	Clay Mallet Limited
To	Exeter City Council
Payment type	Pay ECC Business Rates
Channel	Main web
Transfer number	EP0000000014
Reference Number	1234567CX
Description	Paying business rates

At the bottom of the page, there are three buttons: 'New payment', 'Add user to contacts', and 'Print'.

Once you have clicked confirm you are presented with receipt for printing if you wish to. You can also add the *exetercitycouncil* member to your contacts list to make it easier to pay next time.