

The Municipal Bond Commission

User Manual

Online Payment Services

Before you Begin:

You or someone at your organization will be required to submit an authorization form that details the bank account information that you want to use to make your payments. After those forms are submitted, you will be able to set up your users to make the payments over the internet,

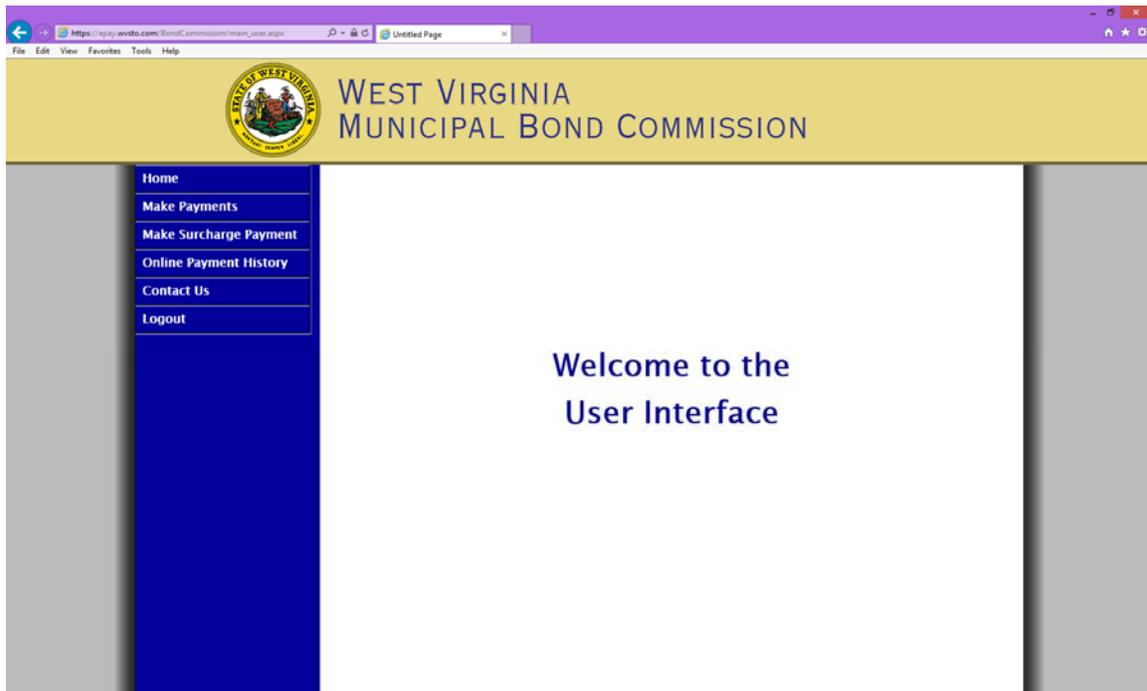
To set up a user account, you must first call the Municipal Bond Commission at 558-3971. Once you have acquired a user name and password, you may begin using the online software.

Enter the Program:

Enter the Municipal Bond Commissions website at <http://mbc.wv.gov/>

Select “**ELECTRONIC PAYMENTS**”

Enter the **user name** and **password** that was provided by the Municipal Bond Commission. *If this is the first time you have used your login, you will be required to change your password.*



To make a Payment:

Select the “**Make Payments**” option on the left of the screen.

You will see a listing of the Bonds and the required monthly payments that your user ID is authorized to see.

You may either **select the bonds** that you wish to pay, or pay **one total amount**.

To select the bonds to pay, choose that option at the top of the screen, and then put a **checkmark** by each bond that you wish to pay.

WEST VIRGINIA MUNICIPAL BOND COMMISSION

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Make Payment

Please select one of the payment options:

Select the bonds you would like to pay:

Bond No.	Description	Monthly Payment Required
<input type="checkbox"/> TestBond12	TestBond	\$1.00
<input type="checkbox"/> TestBond13	TestBond2	\$100.00

OR

Pay one total amount

Save as default

If you prefer to **pay one total amount**, you may select that option. Your payment amount will be recorded to your user ID, but the individual bonds will not show any payments. You can use the comments sections for any special instructions to the Municipal Bond Commission.

If you want to use the same option each time you make a payment, select the “**Save as Default**” option. This will save you some time at your next session.

Click the “**Continue to Pay**” option.
Your screen will change to show your bank account options.

The screenshot shows a web browser window with the URL https://cpay.wvsto.com/BondCommission/pay_bond2.aspx. The page title is "WEST VIRGINIA MUNICIPAL BOND COMMISSION". The main heading is "Make Payment".

On the left is a navigation menu with the following items: Home, Make Payments, Make Surcharge Payment, Online Payment History, Contact Us, and Logout.

The main content area contains two tables:

TestBond		Monthly Payment Required
Bank Number	Description	Amount
<input checked="" type="checkbox"/> 0000	TestBankNumber	\$1.00
<input type="checkbox"/> 0000	TestBankNumber2	\$0.00
Total Deposit Amount for TestBond :		\$1.00

TestBond2		Monthly Payment Required
Bank Number	Description	Amount
<input checked="" type="checkbox"/> 0000	TestBankNumber	\$100.00
<input type="checkbox"/> 0000	TestBankNumber2	\$0.00
Total Deposit Amount for TestBond2 :		\$100.00

Below the tables is a "Comments:" text box and a checkbox labeled "Save as default". At the bottom are two buttons: "Continue to Pay" and "Cancel".

You will select the bank account that you wish to use for the payment by **checking the box** next to the last four digits of the bank account number.

Enter the dollar amount of the payment that you wish to make from that account. You must make a payment for each bond that you selected on the previous screen.

If you would like to make any comments, there is a text box available to you. Also, if you want to use the same options in the future, click the “**Save as Default**” option.

Press the “**Continue to Pay**” button.

You will now see a payment summary that will show you the bank information and the total dollar amount of the payment that you have scheduled.



If you are sure it is correct, press the “**Make Payment**” button.

You will be given a **Thank You** page with confirmation numbers. Please print this page for your records.

To make a Surcharge Payment:

Select the “**Make Surcharge Payment**” option on the left of the screen.



The screenshot shows a web browser window with the URL https://pay.wvmb.com/Commission/pay_surcharge.aspx. The page header features the West Virginia State Seal and the text "WEST VIRGINIA MUNICIPAL BOND COMMISSION". A blue navigation menu on the left contains the following items: Home, Make Payments, Make Surcharge Payment, Online Payment History, Contact Us, and Logout. The main content area is titled "Make Payment" and contains a form with the following elements:

- A text input field labeled "Please enter the surcharge amount to pay:" with a value of "\$0.00".
- A text area labeled "Comment:".
- Two buttons: "Make Payment" and "Cancel".

You can then enter the amount of your surcharge payment and any comments that you would like to send the Municipal Bond Commission concerning the payment.

Press the “**Make Payment**” button.

You will be given a Thank You and a confirmation number. Please print this page for your records.

Online Payment History:

If you would like to see a history of the payments that have been made with your user ID, select the “**Online Payment History**” option on the left of the screen.



The screenshot shows a web browser window displaying the "Online Payment History" page of the West Virginia Municipal Bond Commission. The page has a yellow header with the commission's logo and name. A blue navigation menu is on the left, with "Online Payment History" selected. The main content area displays a table of payment records.

Bank Number	Bond Number	Username	Type	Amount Paid	Date Paid	KOTF Trans ID
0574	TestBond13	autopayment	General Operations	\$100.00	5/1/2014	2014050113011970121@mbc.com
0574	TestBond13	autopayment	General Operations	\$100.00	4/1/2014	20140401130211970121@mbc.com
7957	TestBond12	autopayment	General Operations	\$50.00	12/1/2013	20131201130211705142@mbc.com
0000	TestBond12	TestUser	General Operations	\$1.50	9/2/2008	200809021249321370571@mbc.com
0000	TestBond12	TestUser	General Operations	\$0.01	3/12/2008	20080312101171370571@mbc.com

You will be then able to see all the details concerning the payments that you have made.