PAY YOUR BILL ONLINE

(Use this procedure ONLY for making a payment on your bill)

- 1. Log into <u>www.crystallakeparks.org</u>. You will need a username and password. For a temporary username and password, please call 815-459-0680.
- 2. Click on "Register/Login" to log into your account.



3. You will be directed to this screen. Enter your username and password. Select the grey "Login" button.



You will be directed to this screen:

Change Password
Update Household
Pay Old Balances
Childcare Statement
Logout

- 4. Select the "Pay Old Balances" grey tab. Place a checkmark in the box of the participant/program you want to process a payment. "Add to Cart". Continue to check out.
- 5. Return to the "Home" screen.



6. Logout.

С	hange Password
U	pdate Household
F	Pay Old Balances
Ch	ildcare Statement
	Logout