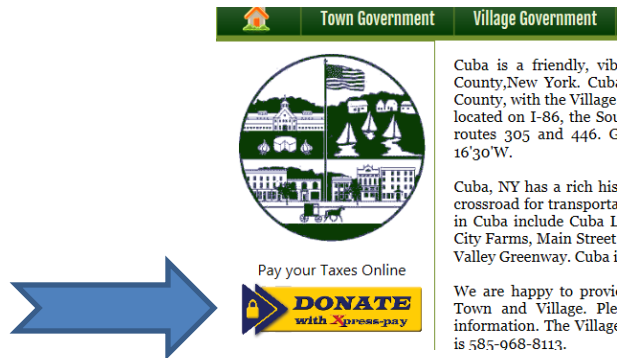


# Instructions for processing a payment using [www.xpress-pay.com](http://www.xpress-pay.com) using the link provided by the Cuba Village Clerk

1. Go to [www.cubany.org](http://www.cubany.org) and look for the Xpress pay link on the left of the homepage.



2. Find your bill now—Enter information about the bills you wish to find (\*Required Field)
  - a. Owner's last name\*
  - b. Street (name only)\*
3. Select a bill to pay
  - a. Click **NEXT**
4. Items to be paid—bills that have been selected for payment
  - a. To finalize payment, review the selected bill, click **PROCEED TO CHECKOUT**
5. Cart Summary – Items to be paid
  - a. How would you like to pay – **PAY AS A GUEST**
  - b. Payment Method—
    - i. Provide payment information
    - ii. Acknowledge and accept the terms & conditions below
    - iii. **PAY** amount due

**The Village of Cuba** will automatically receive an emailed notification when you pay your bill, but please follow up with the village office at 585-968-1560 to ensure we received the payment.