

INSTRUCTIONS FOR ONLINE PAYMENTS

The City of Hartford is moving to an online payment option for Police Private Duty Jobs.

Payment must be made by credit card (Visa, MasterCard, Discover and American Express are accepted) or ACH/EFT. All credit card transactions are subject to a 2.95% service fee with a \$1.95 minimum charge; ACH/EFT transactions are subject to a fixed service fee of \$0.50.

After payment has been submitted, you will receive an email confirmation.

Online Payment Link:

Customers can pay invoices by inserting this link <https://www.invoicecloud.com/hartfordct> on an internet browser.

Note:

If you're a new customer, please go out to the Hartford Police Website: www.hartford.gov/police, fill out the Private Duty Detail Request Application and contact the HPD Fiscal Unit at (860) 757-4127. Office hours are Monday through Friday, from 8:00 am – 4:00 pm.

INSTRUCTIONS FOR ONLINE PAYMENTS



Contact Us

Select Item Below

Please select an item below to get started.

Police Private Duty Jobs



The City of Hartford is excited to offer residents an easy and convenient method to view and pay their real estate, motor vehicle excise and personal property tax use bills online please visit <https://www.mytaxbill.org/inet/bill/home.do?town=hartford>.

Fast and Easy

No registration is required for "One Time Pay," the fastest way to pay online and confirm payment.

Safe and Secure


Your information is kept confidential, secure, and backed by the highest security standards.

Eco-Friendly

Paying online reduces paper use and is an easy way to help the environment.

Click on "Police Private Duty Jobs"

INSTRUCTIONS FOR ONLINE PAYMENTS



Contact Us

[Return to previous page](#)

Police Private Duty Jobs

Please fill out all the required fields, denoted with an asterisk (*).
[Click for more information.](#)

Customer/Vendor Name *	Address *
<input type="text" value="Customer/Vendor Name"/>	<input type="text" value="Address"/>
City *	State *
<input type="text" value="City"/>	<input type="text" value="State"/>
Zip Code *	Invoice Number *
<input type="text" value="Zip Code"/>	<input type="text" value="Invoice Number"/>
Customer Number *	Description Type
<input type="text" value="Customer Number"/>	<input type="text" value="Description Type"/>
Payment Amount *	Email *
<input type="text" value="\$0.00"/>	<input type="text" value="Email"/>

[Confirm Your Information >](#)

Please fill out all applicable information:

Customer/Vendor name: Enter Business/Personal Name.

Address /City/ State/ Zip Code: Enter Business/Personal address.

Invoice number: Enter invoice number(s) if you are "billable". If you are "collect" you won't have invoice numbers at the time of payment, please enter "N/A".

Customer number: Enter customer number (if you're a new customer please go out to the Hartford Police Website: www.hartford.gov/police , fill out the Private Duty Detail Request Application).

Description type: Enter one "collect/billable".

Payment amount: Enter invoice(s) amount.

Email address: A receipt will be emailed for your records.

INSTRUCTIONS FOR ONLINE PAYMENTS

EXAMPLE:

The screenshot shows a web form titled "Police Private Duty Jobs" on the City of Hartford website. The form includes a header with the city seal and a "Contact Us" link. Below the title is a "Return to previous page" link. A note states: "Please fill out all the required fields, denoted with an asterisk (*). Click for more information." The form fields are arranged in two columns:

Customer/Vendor Name * Vendor name	Address * 550 MAIN STREET
City * HARTFORD	State * CT
Zip Code * 06103	Invoice Number * 123456
Customer Number * 123456	Description Type COLLECT
Payment Amount * 584	Email * VENDOR_NAME@HARTFORD.GOV

At the bottom of the form is a blue button labeled "Confirm Your Information" with a right-pointing arrow.

Click "Confirm Your Information"

The screenshot shows the "Review Your Information" page. It features the same city seal and "Contact Us" link. A note reads: "Please confirm the information you entered below. Once you leave this page you will no longer be able to modify the information you entered. When you are ready to proceed please click on Add to Cart." There is a link for "Edit Information" with a pencil icon. The information is presented in a table format:

Customer/Vendor Name Vendor name	Address 550 MAIN STREET
City HARTFORD	State CT
Zip Code 06103	Invoice Number 123456
Customer Number 123456	Description Type COLLECT
Payment Amount \$584.00	Email VENDOR_NAME@HARTFORD.GOV

At the bottom of the review section is a blue button labeled "+ Add to Cart".

After the information is confirmed please click "Add to Cart"

INSTRUCTIONS FOR ONLINE PAYMENTS

Review all payment information.

SEAL OF THE CITY OF HARTFORD
CONNECTICUT

Contact Us

Please review your cart

Please confirm your selections below. Click on Proceed to Checkout when you are ready to pay.

All credit card transactions are subject to a 2.95% service fee with a \$1.95 minimum charge.

ACH/EFT transactions are subject to a fixed service fee of \$0.50.

Type - Police Private Duty Jobs

Type	Invoice #	Due Date	Balance Due	Options
Police Private Duty Jobs	INV2019129163733963	12/9/2019	\$584.00	Remove from Cart

Subtotal (1 Items) \$584.00
Not including any applicable service fees.

[Proceed to Checkout](#)

Additional Options

[I Want To Find More Invoices](#)

Click "Proceed to Checkout"

SEAL OF THE CITY OF HARTFORD
CONNECTICUT

Contact Us

Payment Options | Payment Information | Review Payment

How would you like to pay?

ATTENTION
If you are presented with multiple installments but only want to pay one, return to the previous page and remove the invoice you do not want to pay by selecting "Remove from Cart" from the Options column before proceeding.

All credit card transactions are subject to a 2.95% service fee with a \$1.95 minimum charge.
ACH/EFT transactions are subject to a fixed service fee of \$0.50.

Credit/Debit Card

How much would you like to pay?

Payment Amount \$584.00

[Continue to Payment Information](#)

Payment Summary

Invoice #	Amount
INV2019129163733963	\$584.00
SUBTOTAL	\$584.00
GRAND TOTAL	\$584.00

[Cancel Payment](#)

Any applicable service fees and/or discounts will be displayed before processing your payment

Please select a payment method "Credit Card" or "ACH/EFT."

INSTRUCTIONS FOR ONLINE PAYMENTS

Payment by Credit Card

Payment Options **Payment Information** Review Payment

Please enter your card information

All credit card transactions are subject to a 2.95% service fee with a \$1.95 minimum charge.

ACH/EFT transactions are subject to a fixed service fee of \$0.50.

Once paid in full you will be able to register at the DMV in 48 hours if paying by credit card. If paying by personal check, you will be able to register in ten business days.

Cardholder Name *

Vendor name

Card Number *

Card number

CVV * WHAT'S THIS?

CVV



Expiration Date *

December

2019

Billing Address *

550 MAIN STREET

Country *

United States

City *

HARTFORD

State *

Connecticut

Zip *

06103

Email

VENDOR.NAME@HARTFORD.GOV

[Continue to Review Payment](#)

[Go back to Payment Options](#)

Payment Summary

Invoice #	Amount
INV2019129164928492	\$584.00
SUBTOTAL	\$584.00

GRAND TOTAL \$584.00

[Cancel Payment](#)

Any applicable service fees will be displayed before processing your payment

Click "Continue to Review Payment".

On the next screen:

Click "Process Payment".

A payment confirmation will be emailed to your email provided.

INSTRUCTIONS FOR ONLINE PAYMENTS

Payment by ACH/EFT

Payment Options

Payment Information

Review Payment

Please enter your bank information

All credit card transactions are subject to a 2.95% service fee with a \$1.95 minimum charge.

ACH/EFT transactions are subject to a fixed service fee of \$0.50.

Once paid in full you will be able to register at the DMV in 48 hours if paying by credit card. If paying by personal check, you will be able to register in ten business days.

Bank Account Holder's Name *

Vendor name

Account Type *

Select One

Routing # *

Routing #

Bank Account # *

Account #

Re-enter Bank Account # *

Re-enter Account #

Check Number (Optional)

Check #

Billing Address *

550 MAIN STREET

Country *

United States

City *

HARTFORD

State *

Connecticut

Zip *

06103

Email

VENDOR.NAME@HARTFORD.GOV

[Continue to Review Payment](#)

[Go back to Payment Options](#)

Payment Summary

Invoice #	Amount
INV2019120103733003	\$584.00
SUBTOTAL	\$584.00
GRAND TOTAL	\$584.00

Cancel Payment

Any applicable service fees will be displayed before processing your payment

Click "Continue to Review Payment".

On the next screen:

Click "Process Payment".

A payment confirmation will be emailed to your email provided.