# Realty Data Processing, Inc.

April 1, 2020

Dear Resident:

Paperless Billing & Electronic Online Payment

To be able to render an online payment there is a two step process and one billing cycle that one must go through. All steps must be done in order and each must be completed.

**Step One**:

-Goto this website [realtydata.reviewmyinvoice.com](realtydata.reviewmyinvoice.com) (note there is no www in the URL)  so you can register to receive your monthly invoices be email. You will need a recent invoice. Three things are needed from the invoice for step one - Name, Billing Account number and the PIN number. (Note that we do not know your PIN number even though it is printed on your monthly invoice.) Please do this online registration on or before the 15$^{th}$ of any month if you want to receive your next month's invoice by email. Online payments using our website require that your account be set up for paperless billing by the 15th.

**-Step Two**:

-Wait for the next billing cycle to run. Normally that can be any day after the 17$^{th}$ and before the 21$^{st}$. When the next month's bill is generated you will receive your invoice by email.

In the body of the billing email, there will be a 'pay now' link. Click on that link and you can then register to pay online at the online payment service provider's website.
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By following the above instructions, you will eventually be able to submit online payments.

Note the payment processing website does not interface with our systems on a daily bases. It is updated once per month - when we run our billing for the next month. Also note that payment using our online website takes 2 business days to complete. Credit for your payment will be given on the date the funds are received, not the date the payment was initiated.

*"Intelligent Financial Reporting"*