

How to Navigate to Your Monthly Return on Xpress Bill Pay

1. Go to www.xpressbillpay.com and log in.



The screenshot shows the Xpress Bill Pay homepage. At the top left is the logo "Xpress Bill Pay™ Innovative Internet Payment Systems". Navigation links include "About Us", "Security", "Frequently Asked Questions", and "Contact Us". A "New to Xpress Bill Pay?" section offers registration. A "Registered User Login" section is circled in red, containing fields for "Email Address" and "Password", and a "Login >>" button. A "Fast, Secure and Convenient" section lists benefits. A "World class bill payment solutions" section is at the bottom. Social media icons and "Admin Login" are at the bottom center. Certifications for "PayItGreen", "VERIFIED & SECURED", and "SECURITYMETRICS PCI Certified" are also present.

2. Click on the 'View/Pay eBills' button on the homepage.



The screenshot shows the user dashboard. On the left is a "Navigation" menu with options like "Home", "Add New eBills", "View Xpress Cart", "Xpress Wallet", "Auto Pays", "Transaction History", "eBill History", "Edit Contact Information", "Help", and "Contact Us". The main area is titled "Manage My eBills" and says "Welcome Back, Test Account!". A "View/Pay eBills" button is circled in red. Other buttons include "Xpress Wallet", "Auto Pays", "View Past eBills", "Add New eBills", "Remove Accounts", and "Request Utility Service". A text box on the right says "Click to Add Billing Organizations Near You: Town of Mammoth Lakes, CA".

3. Click on the 'File Taxes' button.

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Business Tax Accounts for Town of Mammoth Lakes

Select	File Taxes	Business Tax Account	Account Name
	- File Taxes -		Test BTC Account

Navigation: Home, Add New eBills, View Xpress Cart, Xpress Cart Checkout, Xpress Wallet, Auto Pays, Auto Pay Schedule, Transaction History, eBill History, Edit Contact Information, Help, Contact Us, Logout

4. Choose your latest Return from the 'Unfiled Taxes' drop-down menu bar.

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Tax Form

<< Accounts

Business: Test BTC Account (7664)
Address: 437 Old Mammoth Rd., Suite R
Mammoth Lakes, CA 93546

Unfiled Taxes | Filed Taxes

Select Tax Return (dropdown) | Select Tax Return (dropdown)

September 2015 (highlighted)

Navigation: Home, Add New eBills, View Xpress Cart, Xpress Cart Checkout, Xpress Wallet, Auto Pays, Auto Pay Schedule, Transaction History, eBill History, Edit Contact Information, Help, Contact Us, Logout