ON-LINE DEATH CERTIFICATES AND BURIAL PERMITS PAYMENT PROCESS

Web Site Address:

https://www.paybill.com/CityofBostonBPHCPayments/

Pre-paid Vouchers may still be used, please add the Voucher Number to the Comments Field in the VIP System shown on Page 5 of this document, you do not need to pay or go to the payment site.

Any page that references a convenience fee will be taken from the $31.00 fee There are no added costs.

Please see instructions below Questions:

Call Burial Permits Office (617)534-4758 or (617) 534-2361
First Page of Payment Site – Chose Credit Card or Electronic Funds Transfer

To pay your bill online:

1. Select a payment method.
2. Enter Your Account Number.
3. Enter all requested information and click Continue.
4. Enter your payment information.
5. On approval, write down the confirmation number for future reference.
6. For refund policies, contact Boston Public Health Commission at 617-924-4222.
7. Please click here for our ACA FAQ.

Privacy Statement

Fields Are Self Explanatory

* All Fields below are required:

Decedent Name

First: ___________________________ Middle: ___________________________ Last: ________________

Gender: ___________________________

Date Of Birth: ________________ Date Of Death: ________________

Funeral Home ___________________________

Funeral Director ___________________________

License Number ___________________________

Address ___________________________
**Choosing Credit Card – The Following information will appear**

<table>
<thead>
<tr>
<th>Field</th>
<th>Example Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>John</td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
<td>(optional)</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>James</td>
</tr>
<tr>
<td><strong>Gender</strong></td>
<td>Male</td>
</tr>
<tr>
<td><strong>Date of Death</strong></td>
<td>05/27/2014 (MM/DD/YYYY)</td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td>05/23/1955 (MM/DD/YYYY)</td>
</tr>
<tr>
<td><strong>Funeral Home</strong></td>
<td>Ocean Funeral Home</td>
</tr>
<tr>
<td><strong>Funeral Director</strong></td>
<td></td>
</tr>
<tr>
<td><strong>License Number</strong></td>
<td>XXXX</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>110 Massachusetts Avenue, Boston, MA</td>
</tr>
</tbody>
</table>

**Payment Entry**

- **Payment Amount**: $31.00
- **Card Number**: 0522052520252017

**To Receive Confirmation By E-Mail**

- **E-Mail Address**
  - (what's this?)
  - jimimprescia@bphc.org
- **Confirm E-Mail Address**: jimimprescia@bphc.org

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**Warning**: Model Office Test Environment
To pay your bill online:

1. Select a payment method.
2. Enter Your Account Number.
3. Enter all requested information and click Continue.
4. Enter your payment information.
5. On approval, write down the Confirmation Number for future reference.
6. For refund policies, contact Boston Public Health Commission at 617-394-4222.
7. Please click here for our FAQ.

Privacy Statement

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Payment Entry

First Middle Last Name: John James

Current Payment

Expiration Date: Aug 2014
ZIP/Postal Code: 02104
Verification Code:

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Warning - Model Office Test Environment

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Payment Confirmation

First Middle Last Name: John James

Current Payment

Payment Amount: $31.00
Fee: $0.77
Card Number: ****5257
Expiration Date: August 2014
ZIP/Postal Code: 02104
E-Mail Address: JImprescia@bphc.org

Please press Accept to charge your account, and to receive a confirmation number.

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Warning - Model Office Test Environment

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By Pressing Accept your card will be charged

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Jim Imprescia – Manager – Burial Permits Office
Boston Public Health Commission – Burial Permit – Completion and Payments Site Instructions

To pay your bill online:

1. Select a payment method.
2. Enter your account number.
3. Enter all requested information and click continue.
4. Enter your payment information.
5. On approval, write down the confirmation number for future reference.
6. For refund policies, contact Boston Public Health Commission at 617-334-0223.
7. Please click here for your FAQ FAQ.

Privacy Statement

Entrust

Your Payment Has Been Approved

First Name: John Middle Name: J Middle Last Name: James Method of Payment: MasterCard Card Number: ****5257

Your Confirmation Number is EP2652.

** Warning – Model Office Test Environment **

Please use this number as your voucher number on the permit.

Put the Receipt Number or Pre-Paid Voucher Number in this location on the VIP Web Site. This will let the staff know it has been paid to allow staff to release the Permit for Printing.

Jim Imprescia – Manager – Burial Permits Office
The Same Information is also Required for ACH Payment – Direct Payment through your Checking Account

**All Fields below are required:**

- **First**: John
- **Middle**: (optional)
- **Last**: James

**Gender**: Male

**Date Of Death**: 06/05/1914

**Date Of Birth**: 06/05/1914

**Funeral Home**: Dian Funeral Home

**Funeral Director**: John Smith

**License Number**: xxxxxx

**Address**: 1015 Massachusetts Avenue

**The Same Information is entered for ACH Payment**

**Payment Entry**

- **Current Payment**: $31.00
- **Method Of Payment**: Checking
- **Bank Account Number**: xxxxxx
- **Bank Account Type**: Business
- **Name On Account**: Dian Funeral Home

**To Receive Confirmation By E-Mail:**

- **E-Mail Address**: jimpressca@bphc.org
- **Confirm E-Mail Address**: jimpressca@bphc.org

**Warning - Midel Office Test Environment:***
To pay your bill online:

1. Select a payment method.
2. Enter Your Account Number.
3. Enter all requested information and click Continue.
4. Enter your payment information.
5. On approval, write down the Confirmation Number for future reference.
6. For refund policies, contact Boston Public Health Commission at 617-394-4222.
7. Please click here for ACH Pay.

Privacy Statement

I have authorized Commonwealth Boston Public Health to initiate the entry to my account. I have an agreement with Commonwealth Boston Public Health under which I agreed to be bound by the NACHA Rules. This is a similarly authenticated authorization that satisfies compliance with the Electronic Signatures in Global and National Commerce Act (15 USC 7001 et seq), which defines electronic records (as contracts or other records created, generated, sent, communicated, received, or stored by electronic means) and electronic signatures. Electronic signatures include, but are not limited by, digital signatures and security codes. I understand I can revoke the authorization by notifying Commonwealth Boston Public Health within 60 days. I have signature authority to this account or have been authorized by an individual who has signature authority to this account to authorize this entry.

I have read and accept the above terms and conditions.

** Warning - Model Office Test Environment **
To pay your bill online:

1. Select a payment method.
2. Enter Your Account Number.
3. Enter all requested information and click Continue.
4. Enter your payment information.
5. On approval, note down the Confirmation Number for future reference.
6. For refund policies, contact Boston Public Health Commission at 617-594-4223.
7. Please click here for our FAQ.

Privacy Statement

Your Payment Has Been Approved

First Middle Last Name: John James
Method Of Payment: Checking
Bank Account Number: *******7777

Your Confirmation Number Is 2390004.

Use this Confirmation No. On the Burial Permit

* * Warning - Model Office Test Environment * *

Put the Receipt Number or Pre-Paid Voucher Number in this location on the VIP Web Site. This will let the staff know it has been paid to allow staff to release the Permit for Printing.

Jim Imprescia – Manager – Burial Permits Office
Once the permit is paid, the permit will be released for printing at your facility.

You will no longer have to come to the office to pick up a permit.

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There is a grace period through the end of October

We will still accept paper death certificates, as of November 1, 2014

all Funeral Directors will have to use the on-line system to process Death Certificates.

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In an effort to the help Funeral Directors

We will have a computer available at our office to assist if needed

**You must have your own log-in and password in order to access the VIP system, you will not be able to use our log-in and password**