



Paying your Noxious Weeds/Insects Invoice Online through the RDCO Website

You will need your account # and access code that is located on the top right hand side of your invoice. Example Below:

Customer Code:	NOX444
Invoice No.	11150
Invoice Date:	April 30 th , 2020
Access Number:	7330

If you cannot locate this information, please contact us at 250-469-6218 or via email at weeds@rdco.com.

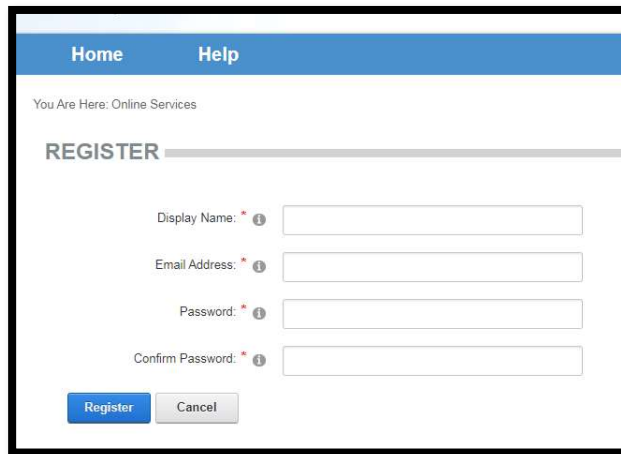
Please go to www.rdco.com; choose “Pay Bills Online” at top of page. This service works best with Google Chrome.



For your assistance, below are step by step instructions on how to login to our website:

****Already have an online profile, log in and go to Step 2****

Step 1: New Registered User: Select “Register” and complete the *required information sections and then select “Register” and you will now be logged in.

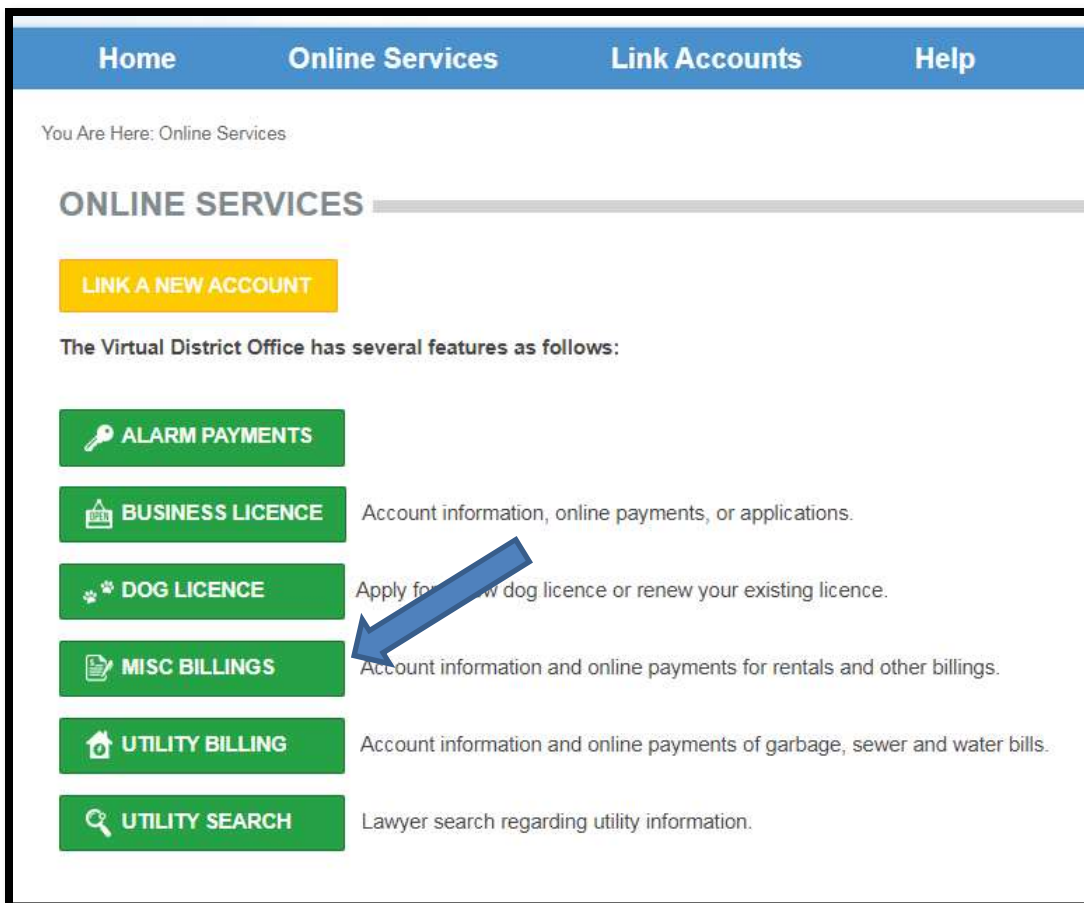


The screenshot shows a registration form with a blue header containing 'Home' and 'Help' links. Below the header, it says 'You Are Here: Online Services'. The main heading is 'REGISTER'. There are four input fields: 'Display Name', 'Email Address', 'Password', and 'Confirm Password'. Each field has a red asterisk and an information icon to its left. At the bottom, there are two buttons: a blue 'Register' button and a grey 'Cancel' button.

The above window will pop up for registration. Complete all fields.

When you have answered all the questions correctly;

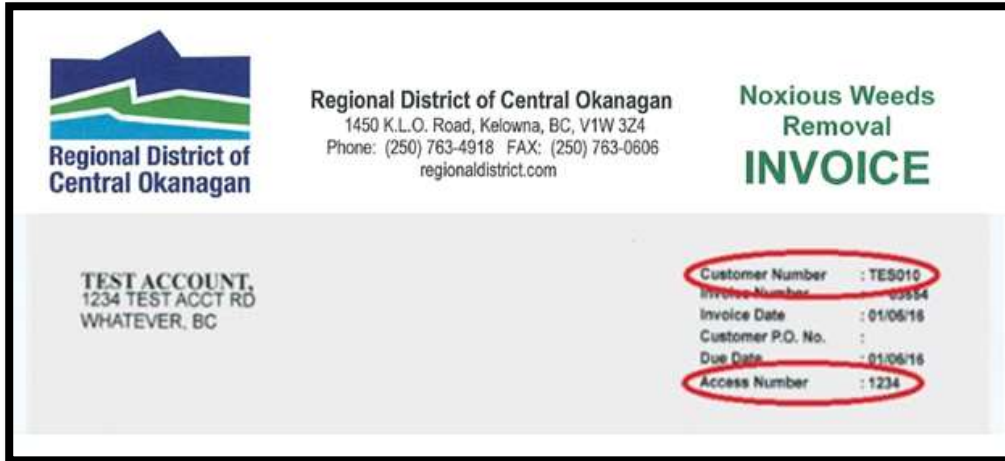
Step 2: "Online Services" screen will appear, choose "Misc Billings"



The screenshot shows the 'ONLINE SERVICES' page with a blue header containing 'Home', 'Online Services', 'Link Accounts', and 'Help' links. Below the header, it says 'You Are Here: Online Services'. The main heading is 'ONLINE SERVICES'. There is a yellow button labeled 'LINK A NEW ACCOUNT'. Below that, it says 'The Virtual District Office has several features as follows:'. There are six green buttons with icons and text: 'ALARM PAYMENTS', 'BUSINESS LICENCE', 'DOG LICENCE', 'MISC BILLINGS', 'UTILITY BILLING', and 'UTILITY SEARCH'. A blue arrow points to the 'MISC BILLINGS' button. To the right of each button is a brief description of the service.


Service	Description
ALARM PAYMENTS	
BUSINESS LICENCE	Account information, online payments, or applications.
DOG LICENCE	Apply for a new dog licence or renew your existing licence.
MISC BILLINGS	Account information and online payments for rentals and other billings.
UTILITY BILLING	Account information and online payments of garbage, sewer and water bills.
UTILITY SEARCH	Lawyer search regarding utility information.

Step 3: You need to select the account type from the drop down menu. Select “AR-Accounts Receivable” you can then enter your Account Number and Access Code from your Invoice.



Need To Add An Account?

AR-Miscellaneous



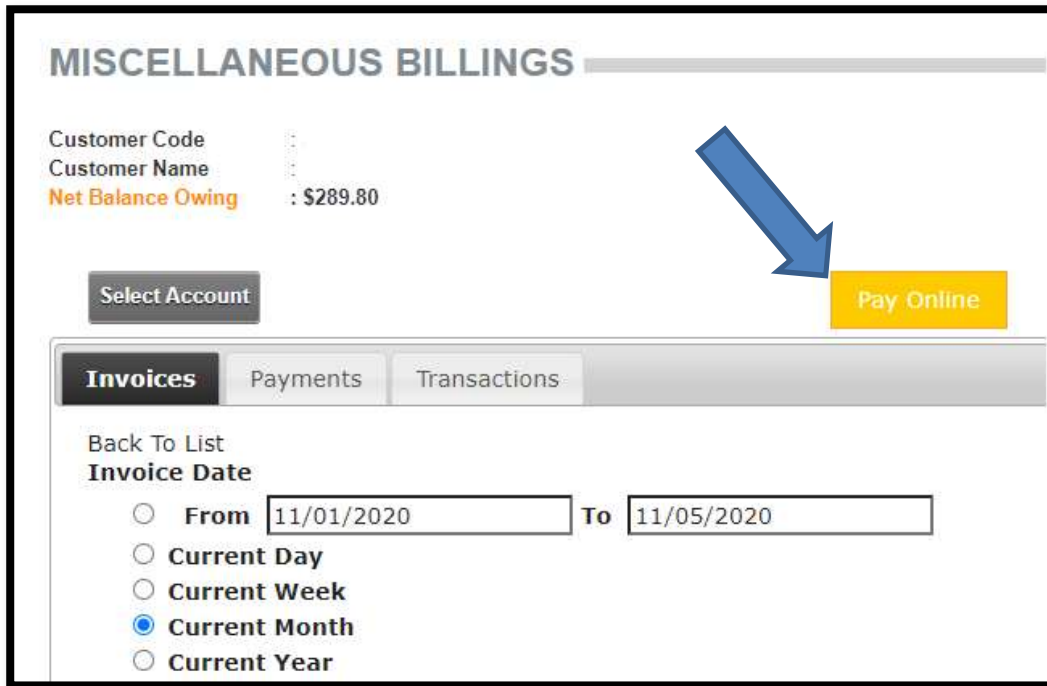
Add AR Account

Your Account Number and Access Code can be found on your Invoice.

Account Number:

Access Code / Pin:

Step 4: Once you have added your account to your profile, click on the account and select “Pay Online” and select “Process Payment”.



MISCELLANEOUS BILLINGS

Customer Code :
Customer Name :
Net Balance Owning : \$289.80

Select Account

Pay Online

Invoices Payments Transactions

Back To List

Invoice Date

From 11/01/2020 To 11/05/2020

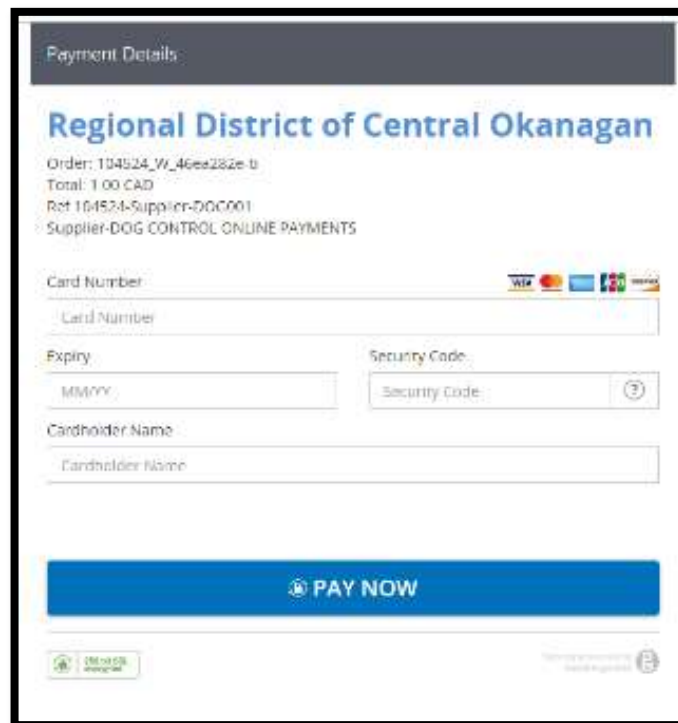
Current Day

Current Week

Current Month

Current Year


Step 5: Complete **Payment Details**; and then choose “Pay Now”



Payment Details:

Regional District of Central Okanagan

Order: 104524_W_46ee282e-b
Total: 1.00 CAD
Ref: 104524-Supplier-DOC001
Supplier-DOG CONTROL ONLINE PAYMENTS

Card Number 

Card Number



Expiry Security Code

MM/YY Security Code ?

Cardholder Name

Cardholder Name

PAY NOW

Thank you for paying your Noxious Weeds & Insects Invoice Online.