

WebTrac Registration and On-line Payment Instructions

Registration Information

- You have already been assigned a user name and password. The user name is your household ID number and the password is your ten-digit home phone number (no dashes or other punctuation). Your Household ID and Home Phone Number can both be found on your billing statement.
- Visit <https://webtrac.fdl.wi.gov>
- Welcome Page – Enter your user name and password to sign-in. You are instructed to change your password when you log-in for the first time.
- If you have questions about your user name or password please call the City Clerk's Office at (920) 322-3430 and we will assist with your user name and password.

Payment Instructions

1. Once you are logged in, you should see the following list on the upper left-hand side of the Home page. Choose "Pay Old Balances" to make a payment towards any unpaid rentals/reservations.

Welcome to City

My Account

- [Pay Old Balances](#)
- [Reprint receipts](#)
- [Change your Password](#)
- [Change Household Data](#)
- [Change Member Data](#)

Quick Links

- Visitors Bureau Event Calendar
- Public Park Events

2. You should now see a screen similar to the example below.

Rental Reservations With A Balance

Reservee	Rental item	Quantity	Begin Date/Time	end Date/time	Status	Resv#	QA	Balance
<input type="checkbox"/>	Dock E Slip #13 30ft	1	04/01/2016 @ 8:00A	11/15/2016 @11:00P	Pending	2974		728.10

Select the reservation you would like to make a payment towards and choose "Add to Cart".

3. If your cart appears accurate, select "Proceed to Checkout".
4. On the Checkout page you may change the "Amount To Be Paid Today" to the amount of your intended payment. **Please remember to pay according to the terms of your installment agreement. 1st installment or full payment must be made by January 31st. Payments after February 1st are only for 2nd installment payment.**

Begin Checkout

Summary of Charges

new Charges In Shopping Cart:	\$ 0.00
Old Balances In Shopping Cart:	\$ 728.10
Total Balance for household:	\$ 728.10
Minimum Amount Due Today:	\$ 0.00
Maximum Amount Due today:	\$ 728.10

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today:

Credit Card Type::

5. Continue on to begin the payment authorization process. Use the "View Your Receipt" button to view and/or print a receipt.
6. Once you have closed your receipt your transaction is complete and you can select to go back to the "Home Page" or "Log-Out".
7. If you experience difficulties, please call our main number at (920)322-3430.