



## Online Land Trust Payments!

You've been asking about online payments, so we dedicated this issue of our newsletter to tell you all about it. We are pleased to announce that land trust payments can now be made online through our website.

### **Required Land Trust Information**

In order to pay your land trust bill online, you will need to know your Customer Number and your Invoice Number. Both can be found on your Land Trust Statement. If you need assistance locating that information, please call Land Trust Customer Service, (888) 878-7856, during normal business hours.

### **Step 1 – Go to [ctlandtrust.com](http://ctlandtrust.com)**

Click Payments

### **Step 2 – Verification of Account Information**

Please enter your Email Address, Customer Number and Invoice Number and click "Find Account"

The screenshot shows the Chicago Title Land Trust Company logo at the top. Below the logo, the text "CHICAGO TITLE LAND TRUST COMPANY" is displayed. Underneath, there are three input fields: "Your Email:" with a text box, "\* Customer Number:" with a text box, and "\* Invoice Number:" with a text box. To the right of the "Invoice Number" field is a green button labeled "Find Account".

The amount due will be displayed next to Amount Due and next to Pay Amount Due. You can change the amount you are paying by entering another amount.


Click "Proceed to Payment Screen"

The screenshot shows the payment screen with the following details: "Your Email:" user@domain.com; "\* Customer Number:" 987654321; "\* Invoice Number:" 12345678; "Amount Due:" \$245.00; and "\* Pay Amount Due or Enter Other Amount:" \$ 245.00. A green "Find Account" button is visible next to the invoice number. A large red "SAMPLE" watermark is overlaid on the right side of the form. At the bottom right, there are two buttons: "Reset" and "Proceed to Payment Screen".

**Step 3 – Enter Payment Information/Credit Card Information**

Enter your First Name, Last Name, Address, City, Select State, Zip Code, Select Country (if not United States), Phone Number (optional).

Enter your credit card number, Select Expiration Month, Select Expiration Year, Enter Security Code (CVV), Click to indicate that you Agree to the Acceptable Use Policy and Click “Submit Payment”.

Payment Information				
Order Information				
Quantity	Item Description	Price	Tax	Sub Total
1	Payment	\$245.00		\$245.00
<b>Total Due: \$245.00</b>				
<b>Payment Methods</b>				
Payment Method: <input type="text" value="New Credit Card"/>				
<b>Billing Information</b>				
First Name:	<input type="text" value="First Name"/>	Last Name:	<input type="text" value="Last Name"/>	
Address Line 1:	<input type="text" value="Address Line 1"/>	Address Line 2:	<input type="text" value="Address Line 2 (Optional)"/>	
City:	<input type="text" value="City"/>	State:	<input type="text" value="-- Select --"/>	
Zip:	<input type="text" value="Zip"/>	Country:	<input type="text" value="United States"/>	
Phone Number:	<input type="text" value="Phone Number (Optional)"/>	Fax:	<input type="text" value="Fax (Optional)"/>	
E-Mail Address:	<input type="text" value="user@domain.com"/>			
<b>Payment Information</b>				
				
Credit Card Number:	<input type="text" value="••••••••••"/>	Expiration Date:	<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>
CVV:	<input type="text" value="•••"/>			
<input type="checkbox"/> I agree to the <a href="#">Acceptable Use Policy</a>				
<input type="button" value="Submit Payment"/>		<input type="button" value="Cancel Payment"/>		

**SAMPLE**

**Processing Status**

Submitting Payment - Please Wait...

**Step 4 – Receipt**

A receipt from CTLTC@ctt.com will also be sent to the email address entered.

Receipt				
Thank you for your payment of Invoice #12345678 – Customer Number: 987654321				
Name:		John Smith		
Amount Paid:		\$245.00		
<b>SAMPLE</b>				
Quantity	Item Description	Sub Total	Tax	Payment
1	Payment	\$245.00		\$245.00

If you experience any technical issues, please call Land Trust Customer Service (888) 878-7856 during normal business hours.



These instructions are also available on our website

[ctlandtrust.com](http://ctlandtrust.com)

and as a reminder, many of our forms are also available on our website.

Visit “Chicago Title Land Trust” on Facebook 