

Buxton Recreation Department

Online Payment Walkthrough

Community members who participate in Buxton Recreation programs are now able to make payments online. Please remember that all online payments have a 2.5% processing fee.

Please see below for instructions on how to complete an online payment.

1. Go to: <https://www.informe.org/payportonline>.
2. You will be given the option to choose a City/Town. Choose **Town of Buxton Recreation**. Click continue.
3. Read and agree to the disclaimer. Under "Payment Type", choose **General**. Click continue.
4. You will be prompted to list program name, participant name, telephone number, and payment amount. If paying for more than one activity, please list all activities and children in the listed boxes. Click continue.
5. Review your payment amount. Click "Pay Now" to move to the payment screen.
6. Enter your payment information, making sure it is complete and accurate. Click "Submit Payment" to complete the transaction.
7. The last page will show your confirmation number and payment information. You will be emailed a copy of your payment, and Buxton Recreation will be notified of your online transaction. Your www.buxtonrec.com account will be updated the next business day.