

GUIDE TO PURCHASING AN OFF-STREET STICKER ONLINE

- 1) Click the “**Let’s begin!**” link on the VPAY website, accessible from <https://berwyn-il.gov> or directly at <https://www.green-pay.us/TMAV-VPAY/ber/home.html>.



CITY OF BERWYN, ILLINOIS

Welcome to the Vehicle License Online Purchase Website

Let's begin!

Please contact the City of Berwyn for any problems or questions at (708) 788-2660

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*Any issues or refunds must be presented to city hall within 30 days.

- 2) Choose the “**I have an OFF STREET Vehicle and I need to purchase a sticker**” option:

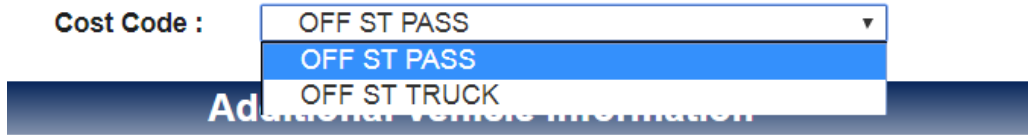
I have an OFF STREET Vehicle
and I need to purchase a sticker

- 3) Enter your “**Plate**” and “**Vehicle ID**” (located on the vehicle sticker renewal form sent to you in the mail), verify the CAPTCHA requirements, and then hit “**Submit**” to continue.

Plate :

Vehicle ID :

- 4) Review your vehicle's record information provided on the screen. Note the "Cost Code" dropdown box. If your off-street sticker purchase vehicle is for a car, leave "OFF ST PASS" selected. If you are purchasing an off-street sticker for a truck, choose: "OFF ST TRUCK" from the dropdown menu, and then click "Add to Cart" to continue.



- 5) At the next screen, you will see a summary of your transaction. Confirm the "Cost Code" is correct.

Important: During the discount period, offstreet stickers for passenger/cars will display as \$25.50 with the 15% discount, and offstreet stickers for Trucks will display as \$46.75 with 15% discount.

For off-street passenger/car vehicles, you should see (unless purchasing during discount or late fee period):

Cost Code	Fee
OFF ST PASS	\$30.00
TOTAL	\$30.00

For off-street truck stickers, you should see (unless purchasing during discount or late fee period):

Cost Code	Fee
OFF ST TRUCK	\$55.00
TOTAL	\$55.00

- 6) If you've made a mistake and chosen the wrong "Cost Code", choose "Remove" to start over. If everything is correct, click "I am Finished Check Out!"

Important: Once an offstreet sticker item has been added to your Cart, the price/Cost Code cannot be modified without clicking "Remove" to start the entire process over.