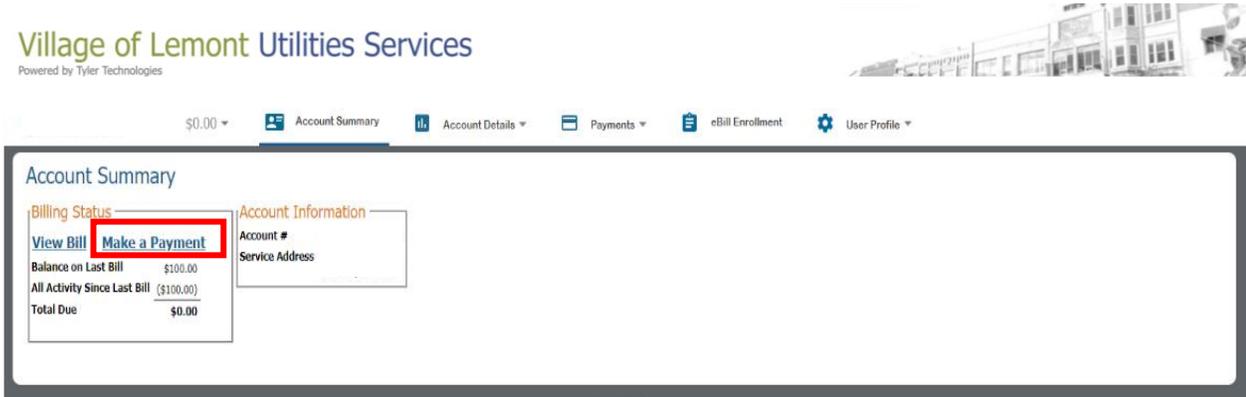
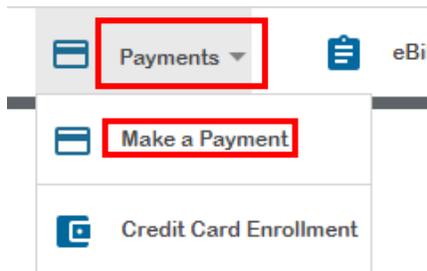


## Step 1: Access the “Make a Payment” page

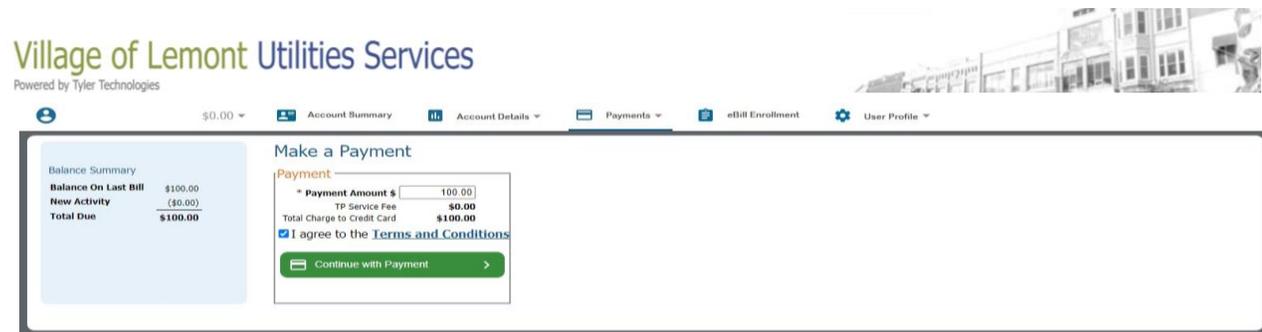
### Option 1: Click “Make a Payment.”



### Option 2: On the top navigation bar, click “Payments” and select “Make a Payment.”



## Step 2: Enter Payment Amount



Enter your desired payment amount in the “Payment Amount” field. Check the “Terms and Conditions” box to agree to the “Terms and Conditions.” Select the “Continue with Payment” button.

### Step 3: Choose to pay “Now” or “Later” and select payment preference.

Enter your payment information		Summary	
When would you like to pay?		Subtotal	\$100.00
<input checked="" type="radio"/> Now			
<input type="radio"/> Later			
How are you going to pay?			
<input type="radio"/> Enter new credit card			
<input type="radio"/> Enter new eCheck			
Where should we send your receipt?			
<input type="text" value="Email for receipt*"/>			
You will not be charged until you review your payment on the next step			
<input type="button" value="Back"/>		<input type="button" value="Continue"/>	

[Continue to Page 3](#)

## Pay Now – Credit Card

### Enter your payment information

When would you like to pay?

Now

Later

---

How are you going to pay?

Enter new credit card

Card number  
\_\_\_\_\_

MM  
\_\_\_\_\_

YYYY  
\_\_\_\_\_

Cardholder name  
\_\_\_\_\_

Address  
\_\_\_\_\_

Billing ZIP code  
\_\_\_\_\_

Security code  
\_\_\_\_\_

Enter new eCheck

---

Where should we send your receipt?

Email for receipt\*  
\_\_\_\_\_

---

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

Enter your card payment details. Be sure you use the address the credit card bill is mailed/addressed to. Enter an email for confirmation receipt.

## Pay Now – eCheck

### Enter your payment information

When would you like to pay?

- Now  
 Later

How are you going to pay?

- Enter new credit card  
 Enter new eCheck

Account type



Bank name

Account number

Confirm account number

Routing number

Confirm routing number

Name on account

Where should we send your receipt?

Email for receipt\*

You will not be charged until you review your payment on the next step

Back

Continue

Enter your eCheck payment details. Enter an email for a confirmation receipt.

## Pay Later – Credit Card (One-Time)

**Enter your payment information**

When would you like to pay?

Now

Later Choose date

How are you paying?

Enter card payment details

Card number

MM

YYYY

Cardholder name

Address

Billing ZIP code

Security code

Enter new eCheck

Where should we send your receipt?

You will review your scheduled payment details on the next step. When scheduling a payment, the credit card or bank account entered above is saved to process your payment at the selected date.

Select a future date for the transaction to occur. Enter your card payment details. Enter your card payment details. Be sure you use the address the credit card bill is mailed/addressed to. Enter an email for a confirmation receipt.

## Pay Later – eCheck (One-Time)

### Enter your payment information

When would you like to pay?

Now

Later

Choose date

08/11/2023



How are you going to pay?

Enter new credit card

Enter new eCheck

Account type



Bank name

Account number

Confirm account number

Routing number

Confirm routing number

Name on account

Where should we send your receipt?

Email for receipt\*

You will review your scheduled payment details on the next step. When scheduling a payment, the credit card or bank account entered above is saved to process your payment at the selected date.

Back

Continue

Select a future date for the transaction to occur. Enter your eCheck payment details. Enter an email for a confirmation receipt.