

# POLICE VIOLATIONS PAYMENT INSTRUCTIONS

To access the payment option end users would follow these instructions:

1. End users would select "Use as Guest".

The screenshot shows a login form with two buttons at the top: "Use as Guest" (highlighted with a red box) and "Create Account". Below the buttons are fields for "Email" and "Password", a "Remember Me" checkbox, a reCAPTCHA "I'm not a robot" checkbox, and a "Sign In" button.

2. Select Tickets from the left hand menu. *(As a note, we can customize this window from being a blank window to having whatever message you want to provide to residents. Your municipality name will appear in both the Village of and Welcome to statement)*

The screenshot shows a vertical navigation menu with four items: "Tickets" (highlighted with a red box), "Exemptions", "License", and "VehicleStickers". To the right of the menu, the text "Village of (your municipality name)" and "Welcome to (your payment system)" is visible.

3. Select the ticket option from the Type drop down menu which is either Local Ordinance Tickets or Parking and Compliance Tickets. Then select the field that matches your selection such as; Ticket, Plate, VIN or Plan # and select search

## Pay Tickets

The screenshot shows a search form with five input fields: "Type" (a dropdown menu), "Ticket#", "Plate #", "Vin #", and "Plan #". To the right of these fields are "Search" and "Clear" buttons.

4. This will populate the ticket information to the screen allowing them to select and add the item to the payment cart. Please note that when a user selects the cart button they will have the option to add to the payment cart or doing a quick checkout. Adding to the payment cart allows a user to add additional tickets and pay all the items at once. A quick checkout takes the user directly to the payment option to immediately pay for the item selected.

## Pay Tickets

The screenshot shows the results of a search for "Parking and Compliance Tickets" with Ticket# "CS". A table lists the ticket details, and a summary table shows the total amount due.

Type	Ticket#	Plate #	Vin #	Plan #
Parking and Compliance Tickets	CS			

  

Item	Amount	Admin Fee
CS	\$30.00	\$0.00
AT		
<b>Total</b>	<b>\$30.00</b>	<b>\$0.00</b>
<b>Convenience fee</b>	<b>\$3.00</b>	

If they select Add to Payment Cart they will need to select the dollar amount or the payment icon at the top right hand of the screen to access the payment cart to complete payment.

The screenshot shows the top right corner of the page with the text "Logged in as: Guest" and a cart icon displaying "\$30.00".

The screenshot shows a "Cart" button with a dropdown menu that is open, showing two options: "Add to Payment Cart" and "Quick Checkout".

5. The payment cart will allow the end user to pay via credit card.

The screenshot shows the payment cart page with two main sections: "Payment Details" and "Credit Card Details".

**Payment Details:**

Item	Amount	Admin Fee
CS	\$30.00	\$0.00
AT		
<b>Total</b>	<b>\$30.00</b>	<b>\$0.00</b>
<b>Convenience fee</b>	<b>\$3.00</b>	

**Credit Card Details:**

Payment Amount: \$33.00  
 Date: 09/20/2019  
 Receipt #: [blank]  
 Print: [blank]

Credit Card Details:

Payment \* \$ 33.00  
 Received Date \* 09/20/2019

Credit Card #: [blank] CVV# [blank] Month \* [blank] Year \* [blank]

First Name \* [blank] Last Name \* [blank]

Email \* [blank]

Country \* [US] [CANADA]

Address \* [blank] City \* [blank]

State \* [blank] Zip Code \* [blank]

Buttons: Clear All, Close, Proceed to Pay