- Select Payment Item from Available Choices
- Enter a Reference ID or Account Number (i.e. Utilities Account #, etc.)
- Enter the Transaction Amount
- Fill out Payee Information (Use Notes section for any additional information regarding your payment, such as Group or Vendor information for Special Events entries.)
- Click on the "Add Item" Button
- Item is added to Transaction Summary
- You can remove the item at any time, by clicking [Remove] next to the transaction item
- Add any additional Payment Items to Cart
- Click the [Continue] to proceed to the Checkout
- Review the Cart Summary, which includes the Convenience Fee
- Click the box next to the Agree to Pay information
- Enter Payment Information
  - First Name: First name on card
  - Last Name: Last name on card
  - Card Number: Full card number, no spaces
  - Exp Date (MMYY): Expiration date on card
  - Street Address: House # only of customer's billing address
  - Zip Code: Zip code of customer's billing address, 5 digits only
  - CVV2/CVC2/CID Code: 3 – 4 digit security code, usually on the back of the card
  - Phone Number
  - Enter Email Address
  - Enter Email Address verification
- Click on the [Process Sale] Button
  - **If approved**, you can print a copy of receipt. (You will also receive a receipt at the email you entered on the payment screen.)
  - **If there is an error with the transaction**, the error will be displayed at the top of the page.