



## On-Line Payment Process

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### Overview

The on-line payment process is designed to allow ECF filers to pay filing fees interactively as part of the electronic filing process through the U.S. Department of the Treasury. The steps outlined below guide you through the on-line payment process.

**Step 1:** Once you have completed the filing a document that requires the payment of a fee, a pop-up window appears at which point you select the **Pay Now** option. ***Ensure the pop-up blocker is turned off***

**Step 2:** Enter the following information:

- The Card Type (Visa, Master Card, Discover or American Express) from the drop-down menu
- The card number
- The security code (located on the back of your credit card)
- The expiration date
- Click **Continue with Plastic Card Payment**. Users are able to cancel the transaction at any time by clicking the **Cancel** button.

**Step 3:** After the **Payment Summary and Authorization** screen appears, confirm the following information:

- The amount of filing fee that will be charged to your account
- An email address to receive a payment confirmation receipt (optional)
- Check the box that authorizes the Court to charge the credit card account
- Click Submit Payment

**Step 4:** **Print** or **Save** a copy of your confirmation receipt to keep for your records

If you inadvertently close out of the payment pop-up window, click the **Utilities** menu and select **Internet Payments Due** to pay your fees.

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