



# How to Submit a Filing with a Fee and Make a Payment

## 1. Review the submitted filings

After marking one or more reports for submission, the corresponding filings appear in the Guardianship - Payment and Submission screen. Verify that the correct filings appear.

Case Number	Caption	Fee
OC-10101-2022	Guardianship of Brian Goodman, an Incapacitated Person	\$15.00
Subtotal:		\$15.00

## 2. Click OK

## 3. Enter the cardholder's name

In the PAePay Checkout screen, enter the **First Name** and **Last Name** of the card holder as it appears on the credit card being used for payment.

Reference Number	Description	Current Balance	Amount to Pay
OC-10101-2022	Inventory	\$15.00	\$15.00
	Subtotal		\$15.00
	Service Fee (2.75%)		\$0.41
	Grand Total		\$15.41

Please enter payer name and billing information based on the card being used for pay

\* First Name:

\* Last Name:

The address information provided should reflect the billing address of the credit or de

\* Address Location:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Phone Number:

\* Email Address:

## 4. Enter the billing address

In the billing address fields, enter the **Address, City, State, and Zip Code**.

**Tip** This must match the exact billing address for your credit card or the payment may be denied.

## 5. Enter a phone number

**Tip** The phone number will only be used if there is a problem with your payment.

## 6. Enter an email address

All correspondence regarding the submission of the filing, including payment confirmation, will be sent to the e-mail address provided.

## 7. Click CONTINUE

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## 8. Enter your credit card details

Enter the credit card number without any dashes or spaces, the three- or four-digit CVV security code, and expiration date in the appropriate fields.

**Tip** The CVV code is a three-digit number on the back of the card next to the signature line on Visa, MasterCard, or Discover cards or a four-digit number that is printed (not embossed) on the front-right corner of American Express cards.

## 10. Agree to the terms and conditions

You may click the link to review the details of the agreements.

12. (Optional) Click the **PRINT** button to generate a printable version of the receipt page.

## 9. Verify the billing address

**Tip** The information appearing in the Billing Address section is based on the details recorded in the PAePay Checkout screen. If any information is incorrect, your payment may be declined. Close the screen using the "X" in the upper right corner. Your reports are saved. Update your information in the PAePay Checkout screen and submit your reports again.

## 11. Click the PAY button