

INTERNET CREDIT CARD PAYMENTS CM/ECF

The Internet Credit Card payment module in CM/ECF provides the ability for attorneys to:

- Pay certain fees by credit card over the Internet
- Review their internet credit card transaction history

Internet Credit Card Payment Process

Users will be automatically directed through the Internet payment process when filing any pleading that requires a fee. Once the payment has been successfully completed, users will automatically return to the filing process. Users will be presented with a payment information screen that includes the cardholder name, address and credit card information (Figure 1). The cardholder name, first address line and zip code default to the values shown in the CM/ECF utilities “Maintain Your ECF Account.” The payment amount field will be populated with the current fee.

The screenshot shows a web browser window titled "Online Payment - Windows Internet Explorer" with the address bar displaying "https://qa.pay.gov/paygov/OCCIServlet". The page content includes a navigation bar with "Return to your originating application" and a progress indicator "1 | 2". The main heading is "Step 1: Enter Payment Information" with a sub-heading "Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)". A note states "Required fields are indicated with a red asterisk *". The form fields are: Account Holder Name (with asterisk), Payment Amount: \$350.00, Billing Address (with asterisk), Billing Address 2, City, State / Province (dropdown), Zip / Postal Code, Country: United States (dropdown), Card Type (dropdown with VISA, MasterCard, AMEX, DISCOVER logos and asterisk), Card Number (with asterisk and note "(Card number value should not contain spaces or dashes)"), Security Code (with asterisk and link "Help finding your security code"), and Expiration Date (with asterisks). Below the fields is a note: "Select the 'Continue with Plastic Card Payment' button to continue to the next step in the Plastic Card Payment Process." and two buttons: "Continue with Plastic Card Payment" and "Cancel". A yellow note at the bottom reads: "Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible."

(Figure 1)

Special Notes

- Fields marked with an asterisk are required fields.
- The Billing Address is a required field that is pre-populated with the address information currently available in CM/ECF, but may be changed. This address does not have to correspond with the credit card billing address. Changing the billing address does not make an address change in CM/ECF.
- When filling in the payment information, do not use hyphens or spaces in the card number field. Clicking the “Continue with Plastic Card Payment” button presents the user with a summary screen (Figure 2)

Online Payment - Windows Internet Explorer
https://qa.pay.gov/paygov/payments/enterPlasticCardPaymentInformation.html

Online Payment

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Zazu McCarthy Billing Address: PO Box 23 Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Discover Card Number: *****9019	Payment Amount: \$350.00 Transaction Date 03/22/2011 12:59 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid using the site using your browser's Back Button, this may lead to incomplete data being transmitted.

(Figure 2)

To receive a transaction receipt for reconciliation with credit card statements, users must enter a valid email address on this screen. This email receipt will have a tracking ID number that the Court may need to identify the transaction should a problem arise. Carefully review the payment information and check the authorization box. Then click on the “Submit Payment” button. Users will be automatically returned to CM/ECF to complete their filing.

****WARNING****Pressing the “Submit Payment” button more than once may result in multiple transactions being processed.

If the email address you entered is correct, you will receive a receipt via email.

The filing fee will be forwarded directly to the U.S. Treasury. The receipt number will be included in the docket text information on the Notice of Electronic Filing (NEF). Review the Notice of Electronic Filing to confirm that all information entered is correct.

Payment Errors

- If processing of a payment is unsuccessful, an error screen will appear. **PRINT THIS ERROR SCREEN** or write down the complete message and refer to the WDNY Refund Instructions located on this site.