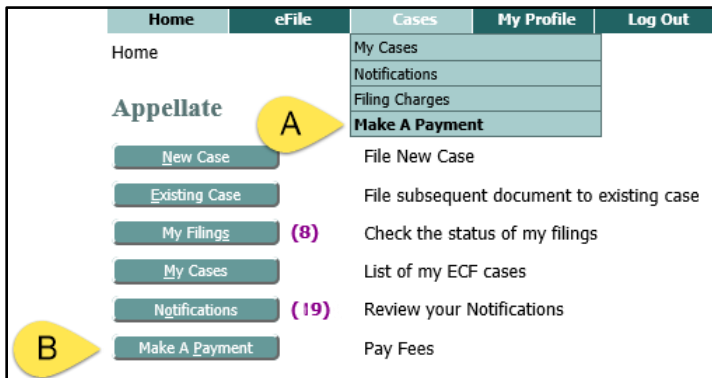Note:

- You can pay one fee or combine multiple fees and/or cases in a single payment.
- Debit, MasterCard, Visa, and Discover cards are accepted. American Express cards are not.
- If you close your browser, go part way through the transaction and change to a different page, or your credit card information is declined, no payment will be made.
- Your credit card will be charged when you press the **Confirm** button.

Viewing unpaid fees

1. Access the Make A Payment screen:
   A. From the Cases menu, select **Make A Payment**.
   B. On the Home page, select **Make A Payment**.

2. All cases with fees owed by the user will display. To search by case number, type the case number in the Case Number field and click **Find**.

Note: Some payments made at the credit card vendor are not returned immediately to the efiling system. If you do not immediately see your transaction information when you return from the credit card vendor, wait for a few minutes and check the status of the payment on your Filing Charges page before making another payment.
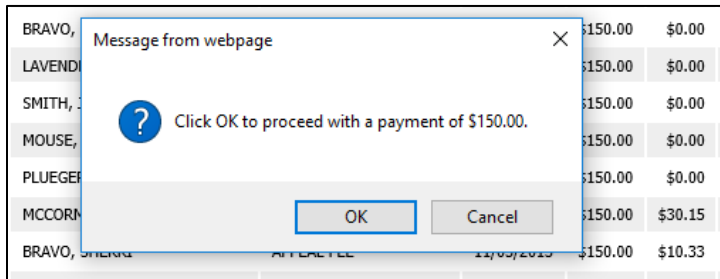
Case Number: [_____] [Find]

Case Title	Case Number	Obligor	Description	Date	Fee	Paid	Due	Amount to Pay
State v. Cole	06-0728	WEILAND, KENNETH J.	PENALTY	05-10-2003	$50.00	$0.00	$50.00	
In re B.J., B.J. and B.J.	03-0226	WEILAND, KENNETH J.	PENALTY	12-09-2003	$50.00	$0.00	$50.00	
			PENALTY	09-16-2003	$50.00	$25.00	$25.00	
			PENALTY	06-05-2003	$50.00	$0.00	$50.00	
City of Des Moines v. Family Cafe	02-0557	WEILAND, KENNETH J.	PENALTY	12-09-2003	$50.00	$0.00	$50.00	
			PENALTY	09-16-2003	$50.00	$0.00	$50.00	

[Pay Now]

Specifying which fees to pay

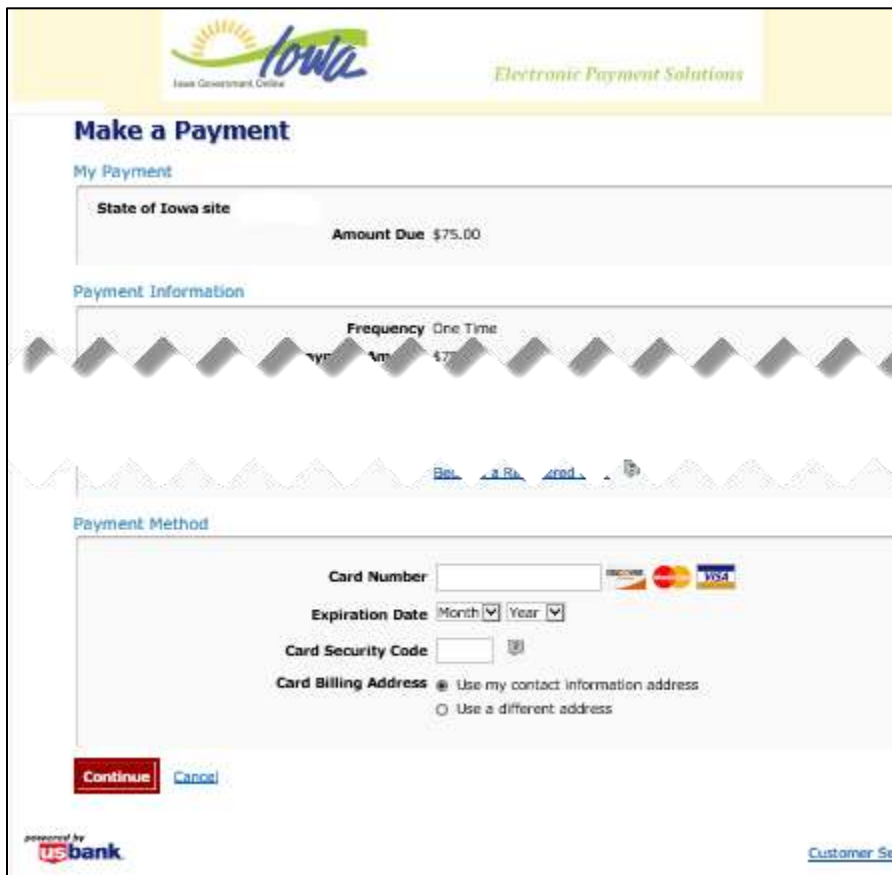You can pay one or many fees at the same time, from one or multiple cases.

1. For each fee to pay, enter the dollar amount in the Amount to Pay field.
2. When you are finished, click **Pay Now**. The system validates the amounts.

3. Confirm that the total amount is correct.
   - If you want to change the payment amount, click **Cancel** to go back and change the amount(s).
   - Otherwise, click **OK**.

Entering your credit card and billing information

4. Scroll down to the Payment Method section. Input your credit card information and click **Continue**.

5. After reviewing your information, click **Confirm**.
    - **If your credit card information is declined**, no payment is made. Correct the information and resubmit or click **Cancel** to return to the Home page.
    - **If your credit card information is accepted,** click **Exit**. You will return to the Home page of the eFile system.

Viewing Your Payments

On the Cases menu, select **Filing Charges**. Your most recent payment will display at the top of the list.

Case Title	Client #	Court Case #	Description	▼Date	Account	Authorization Code	Recorded	Fee
State v Jennie Roseland		15-0294	Details	09-14-2017:02:26		IOWTST004890978	Recorded	$25.00
Testing the Weblogic District Case Issue		17-0001	Details	09-13-2017:08:46		IOWTST004885865	Recorded	$120.34
SARA THOMPSON VS DISCOUNT AUTO INC		16-0001	Details	09-07-2017:10:43		IOWTST004869804	Not Recorded	$339.00
CASE13-0001		13-0001	Details	09-07-2017:10:40		IOWTST004869788	Recorded	$244.00
ST VS ALLEN E NELSON		15-0003	Details	09-06-2017:12:36		IOWTST004866728	Recorded	$116.00

All Charges for Nile T Hicks

Description –Click on the Details hyperlink to display fee information.

Date – The date of the payment.

Recorded – Whether the payment was recorded on the docket on the case. When the bank notifies the eFile system of the payment, the status will show as Recorded.

If the status is Not Recorded, refresh the screen by pressing the Refresh button ↻ at the top of your screen. If after 5 minutes it has not changed to Recorded, contact the Technical Help Desk.

Viewing payment details

Click the Details link for information for each fee included in a payment.

> **Note:** On this page, Date indicates the date the Appellate Clerk of Court set up the fee, NOT the date the fee was paid.

Transaction Date: 05-10-2016:09:27
Authorization Code: IOWTST004123875

Case Title	Case Number	Obligor	Description	Date	Total Fee	Previous Payments	Amount Paid
In re B.J., B.J. and B.J.	03-0226	WEILAND, KENNETH J.	PENALTY	12-09-2003	$50.00	$0.00	$50.00
			PENALTY	09-16-2003	$50.00	$25.00	$25.00
			PENALTY	06-05-2003	$50.00	$0.00	$50.00
City of Des Moines v. Family Cafe	02-0557	WEILAND, KENNETH J.	PENALTY	12-09-2003	$50.00	$0.00	$50.00
			PENALTY	09-16-2003	$50.00	$0.00	$50.00
					Total Amount Charged:		**$225.00**