## How to Pay Your Fine by Credit Card in EFDMS

## If you have a registered EFDMS account

• Log into your EFDMS account as usual



• You will now see a message on your dashboard for any fines that require payment



- Select the <u>VIEW</u> hyperlink in the message and you will be navigated directly to the Fines and Appeals Tab.
- At the bottom of that Tab, you will find a list of options that pertain to actions you can take for your fine.

Fines Options
Where to mail a payment
Pay by Credit Card
Fines Appeals Forms

• If you are ready to make payment by Credit card, select the hyperlink from the list.

• On the Pay Fine by Credit Card screen, you will see the options for making your payment. Either paying in full OR if you have an approved payment plan, you can make your required minimum monthly payment.

- Select the appropriate radio button for the amount you wish to pay, then select the "I have reviewed" checkbox
- Now you can select the Submit payment button.

| \$  | 50.00  |
|---|--|
|   |  |
|   | \$1500.00  |
| \$  | 50.00  |
| ent amount. It is true<br>he Total Payment refl | and<br>ected   |
| Submit Pa                                       | yment  |
|   | \$<br>ent amount. It is true a<br>he Total Payment refi<br>Submit Pa |

• You will then be asked if you are sure about submitting your payment. If you select yes here, you will be sent to the new Credit Card system to pay your fine amount.



• Enter all required information on this screen pertaining to your credit card and billing information.

| 1 Paym | ent Type 2 Customer Info | Payment Ir               | nformation | Submit Payment | Transaction Summary                      |             |
|--------|--------------------------|--------------------------|------------|----------------|--|-------------|
| Transa | ction Detail             | Sample Filer - 2022 Fine | \$50.00    |                |  |             |
|        |                          |                          |            |                | TOTAL                                    | \$50.00     |
| SKU    | Description              | Unit Price               | Quantity   | Amount         |  |             |
| EFDMS  | Sample Filer - 2022 Fine | \$50.00                  | 1          | \$50.00        |  |             |
| Total  |                          |                          |            | \$50.00        | Need Help?                               |             |
|        |                          |                          |            |                | Please complete the Customer Information | on Section. |

## Payment

• Select the Submit payment button after entering all required information to finalize your fines payment.

• After a few moments of processing time during which you will be asked not to select back or refresh the page. You will be returned to you Fines and Appeals screen and should see the payment made reflected.

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|---------------------|--|--|---|------------------|----------------------------|----------------|--------------------------|-----------------|---|
| ersonal information | Hiings Urganizations                       |  | Fines and Appeals                             |                  | Documents                  | Communications |                          | Audit Report    |   |
| 2023                |  |  |   |                  |                            |                |                          |                 | Print                                   |
|                     | Form Yea                                   | r 2022 F                                       | liled Form                                    | 8                |                            |                |                          |                 |   |
|                     | FORM TYPE                                  | DATE   | SUBMITTED                                     | FORM SI          | GNED FI                    | LED BY EMAIL?  | UPDATE                   | D BY CO         | OMMENTS                                 |
|                     | No Results Found                           |  |   |                  |                            |                |                          |                 |   |
|                     |  |  |   |                  |                            |                |                          |                 |   |
|                     | Eine Veer                                  | 9099 E   | no Inform                                     | ation            |                            |                |                          |                 |   |
|                     | Fille real                                 | 2023 FI  | ne morma                                      | alloll           |                            |                |                          |                 | 11-11-11-11-11-11-11-11-11-11-11-11-11- |
|                     | FINE<br>BALANCE                            | STATUS   | FINE DATE                                     | ORIGINAL<br>FINE | ADJUSTED<br>FINE<br>AMOUNT |                | PAYMENT<br>PLAN<br>START | PAYMENT<br>PLAN | TOTAL<br>PAYMENT<br>PLAN                |
|                     |  |  |   | ANOON            | ANOONT                     | DATE           | DATE                     | ANOUNT          | DUE                                     |
|                     | 04 450 00                                  | Active   | 03/29/2024                                    | \$1,500.00       | \$1,500.00                 | 04/15/2025     | 04/01/2025               | \$50.00         | \$0.00                                  |
|                     | \$1,450.00                                 |  |   | 500 EL 32303     |                            |                |                          |                 |   |
|                     | Fine Address                               | : 123 Sample                                   | Street, Tallahas                              | See, FL 32303    |                            |                |                          |                 |   |
|                     | Fine Address<br>Email: Samp<br>Org/Suborg: | s: 123 Sample<br>le@email.con<br>Office Of Put | e Street, Tallahass<br>n<br>plic Counsel - Em | ployees          |                            |                |                          |                 |   |