

# CDB Functions Performed by Customer Admin User

## Table of Contents

---

Reports Icon .....	2
Reports – Billing Summary .....	2
Contents of section.....	2
Steps to view a Billing Summary report.....	2
Sample Billing Summary report .....	4
Reports – Single Paper Invoice.....	5
Contents of section.....	5
Steps to view a Single Paper Invoice report .....	5
Sample Single Paper Invoice .....	7
Customers Icon .....	8
General Information.....	8
Contents of Section.....	8
Steps to modify General Information .....	8
Billing Information .....	10
Contents of section.....	10
Steps to modify Billing Information.....	10
Users .....	12
Contents of section.....	12
Steps to modify Users .....	12
Steps to add a single user .....	15
Steps to add multiple users .....	17
Steps to change Users status .....	20
Pay Online by Customer Admin.....	21
Contents of section.....	21
Steps for Customer Admin to make a payment online .....	21

---

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

# Reports Icon

## Reports – Billing Summary

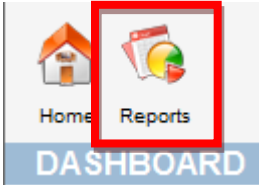
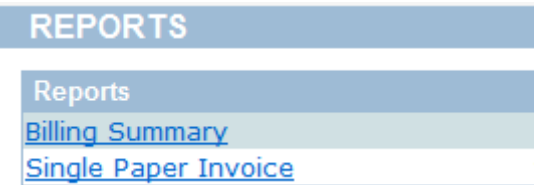

**Contents of section**

The tasks in the **Reports – Billing Summary** section include:

- How to view a Billing Summary report

**Steps to view a Billing Summary report**

The steps to view a Billing Summary report include:

Step	Action
1	<p>From the <b>Home (DASHBOARD)</b> page click the <b>Reports</b> icon.</p>  <p><b>Result:</b> The <b>REPORTS</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>REPORTS</b> screen, click <b>Billing Summary</b>. This is your detailed listing of charges for a bill cycle.</p>  <p><b>Result:</b> The <b>Reports</b> screen with Billing Summary section is displayed on the next page.</p>

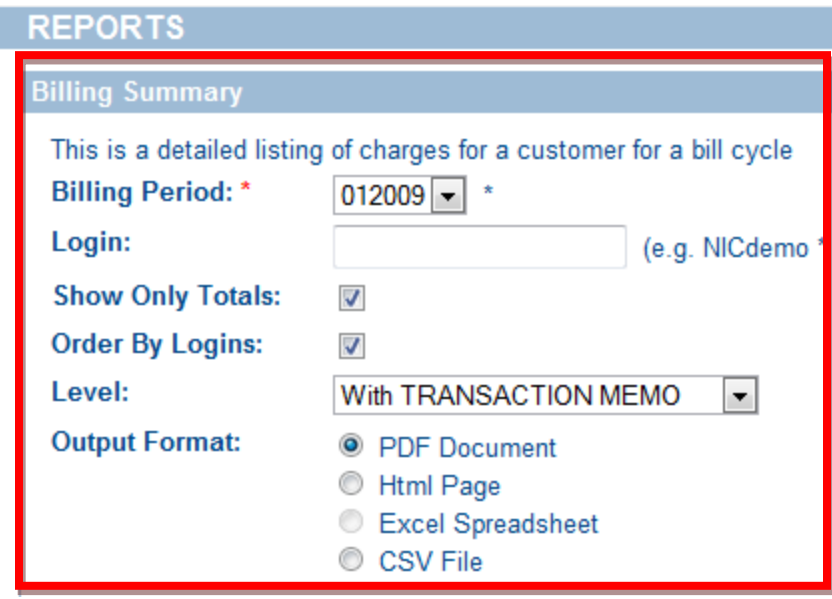
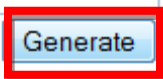
*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

## Reports – Billing Summary, Continued

Steps to view a  
Billing  
Summary  
report  
(continued)

Step	Action
3	<p>Click the <b>Billing Period</b> drop-down list and select the billing period date you would like the report generated for. You have the option to can enter a Login, click the Show Only Totals and Order By Logins check mark boxes, select With or Without TRANSACTION MEMO to have additional information added to the report. You can select an Output Format (PDF Document, Html Page, Excel Spreadsheet, or CSV File).</p> 
4	<p>In the lower right corner, click <b>Generate</b>.</p>  <p><b>Result:</b> The <b>File Download</b> window is displayed on the next page.</p>

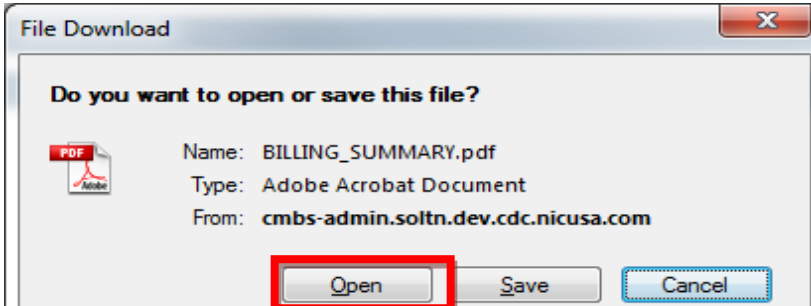
*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

## Reports – Billing Summary, Continued

Steps to view a  
Billing  
Summary  
report  
(continued)

Step	Action
5	<p>Click <b>Open</b>. You can click Save if you would like to save a copy to your desktop or another location.</p> 

Sample Billing  
Summary  
report

**Result:** The **Billing Summary** report is displayed below.

Account Summary for 1245		
Advanced Towing Svc. Inc.		
P.O. Box 143		
W. Jordan UT 84084		Current Balance: \$0.00
		As Of 012009 \$26.00

Payment Id	Payment Date	Payment Amount	Check Ref	Description
157748	01/10/2009	\$(20.00)	CDB_14175	Credit Card
		<b>Total</b>		<b>\$(20.00)</b>

Credit/Debit Memo Id	Memo Type	Memo Date	Amount
			<b>Total</b>
			<b>\$0.00</b>

Login	Description	Quantity	Cost
colbyruss	Titles and Liens	13	\$26.00
		<b>Total for Login</b>	<b>13</b>
			<b>\$26.00</b>
		<b>Total for Customer</b>	<b>13</b>
			<b>\$26.00</b>

Description	Quantity	Cost
Titles and Liens	13	\$26.00
		<b>13</b>
		<b>\$26.00</b>

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

# Reports – Single Paper Invoice

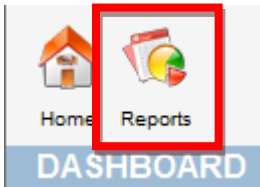
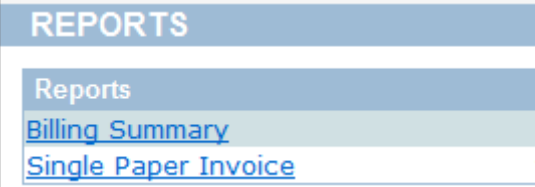
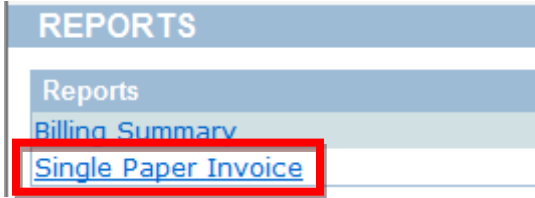
**Contents of section**

The tasks in the **Reports – Single Paper Invoice** section include:

- How to view a Single Paper Invoice report

**Steps to view a Single Paper Invoice report**

The steps to view a Single Paper Invoice report include:

Step	Action
1	<p>From the <b>Home (DASHBOARD)</b> page click the <b>Reports</b> icon.</p>  <p><b>Result:</b> The <b>REPORTS</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>REPORTS</b> screen, click <b>Single Paper Invoice</b>. This is your invoice for the bill cycle provided.</p>  <p><b>Result:</b> The <b>Reports</b> screen with Single Paper Invoice section is displayed on the next page.</p>

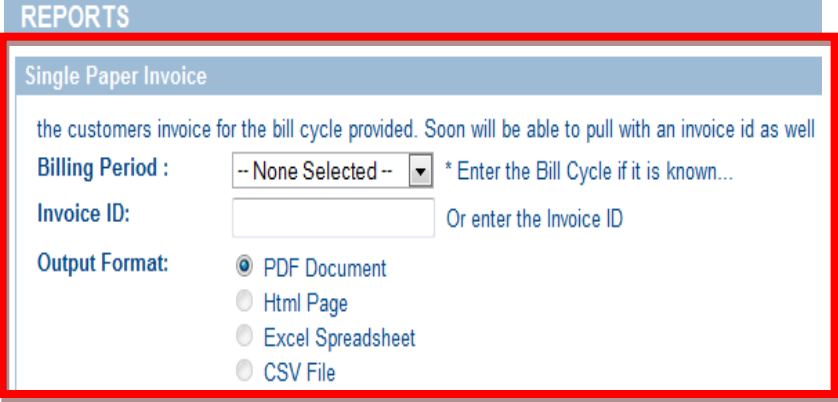
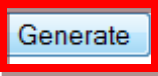
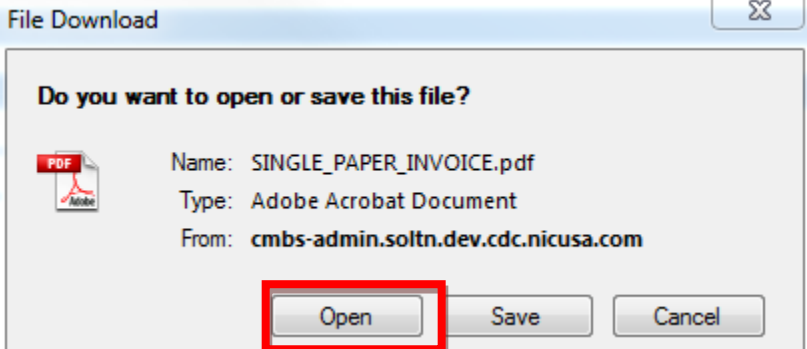
*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

## Reports – Single Paper Invoice, Continued

### Steps to view a Single Paper Invoice report (continued)

Step	Action
3	<p>Click the <b>Billing Period</b> drop-down list and select the billing period date you would like the report generated for. You have the option to can enter an Invoice ID. You can select an Output Format (PDF Document, Html Page, Excel Spreadsheet, or CSV File).</p> 
4	<p>In the lower right corner, click <b>Generate</b>.</p> 
5	<p><b>Result:</b> The <b>File Download</b> window is displayed. Click <b>Open</b>. You can click Save if you would like to save a copy to your desktop or another location.</p> 

*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

# Reports – Single Paper Invoice, Continued

## Sample Single Paper Invoice

**Result:** The **Single Paper Invoice** report is displayed below.



Texas NICUSA, LLC  
 a wholly owned subsidiary of NICUSA, Inc.  
 100 Congress, Suite 600, Austin, TX 78701

### Invoice

DATE	INVOICE NUMBER	CUSTOMER ACCOUNT
11/30/2009	184049	1245
Previous Balance		\$27.00
Current Charges		\$33.00
Payments/Credits/Debits		(\$27.00)
<b>Pay This Amount</b>		<b>\$33.00</b>
Total Amount Paid		\$ _____

Please detach stub and mail with payment

Remit Payments ONLY to:

Utah Interactive, LLC In Partnership with Utah.gov  
 PO Box 410451  
 Salt Lake City, ZZ 84141-0451

**Advanced Towing Svc. Inc.**  
 Colby Russell  
 P.O. Box 143  
 W. Jordan, UT 84084  
 USA

0001245184049000003300 6

DESCRIPTION	QUANTITY	BILLABLE
colbyruss - MVR Interactive	1	\$9.00
colbyruss - Titles and Liens	12	\$24.00
<b>CURRENT ACTIVITY</b>		<b>13</b>
		<b>\$33.00</b>

Account Statement:

Payment Terms: Net 20

Total Amount Due	0-30 Days	31-60 Days	61-90 Days	91-120 Days	Over 120 Days
<b>\$33.00</b>	\$33.00	\$0.00	\$0.00	\$0.00	\$0.00

**Please contact Customer Service at 877-988-3468 if you have any questions regarding past due or other invoice amounts. FOR ONLINE ACCESS TO BILLING INFORMATION CURRENT USERS E-MAIL SUPPORT@UTAHINTERACTIVE.ORG Thank you.**

**Payments should be received by the 25th to be reflected on the following invoice.**

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.

# Customers Icon

## General Information

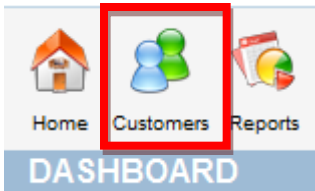


### Contents of Section

The tasks in the **General Information** section include:

- How to modify General Information (customer, address, and phone information)

### Steps to modify General Information

The steps to modify your **General Information** (such as Customer Information, Address Information, and Phone Information sections) include:

Step	Action
1	<p>The <b>Home (DASHBOARD)</b> page is displayed after you log on. Click <b>Customers</b> icon.</p>  <p><b>Result:</b> Your <b>CUSTOMER SUMMARY</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>CUSTOMER SUMMARY</b> screen, click <b>General Information</b> if it is not already displayed.</p> 

*Continued on next page*

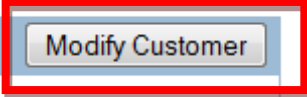
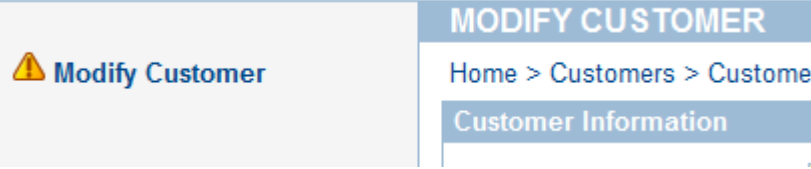

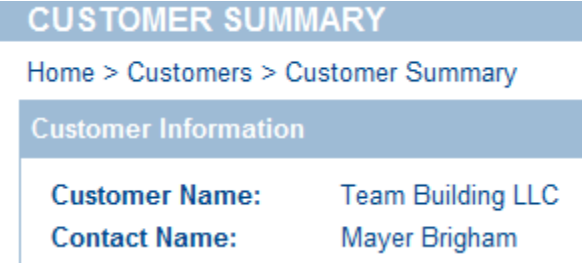
NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.



## General Information, Continued

### Steps to modify General Information (continued)

Step	Action
3	<p>From the <b>CUSTOMER SUMMARY</b> screen in the right corner, click <b>Modify Customer</b> to make desired edits.</p>  <p><b>Result:</b> Your <b>MODIFY CUSTOMER</b> screen is displayed.</p> 
4	<p>From the <b>MODIFY CUSTOMER</b> screen, update/change the content in your <b>Customer Information</b>, <b>Address Information</b>, or <b>Phone Information</b> sections as needed.</p>
5	<p>Click <b>Submit</b>. You can click Back if you did not want to make any changes.</p>  <p><b>Result:</b> Your <b>CUSTOMER SUMMARY</b> screen is displayed again with the changes that you may have made.</p> 

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

# Billing Information



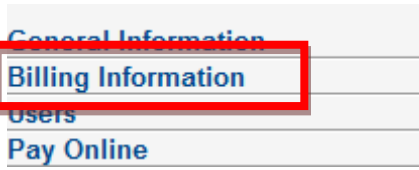
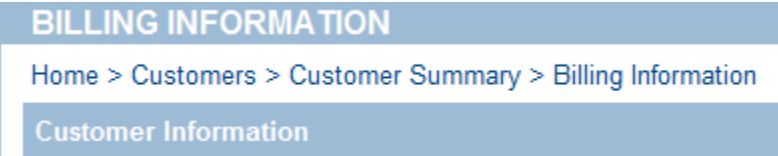
**Contents of section**

The tasks in the **Billing Information** section include:

- How to modify Billing Information

**Steps to modify Billing Information**

The steps to modify **Billing Information** include:

Step	Action
1	<p>The <b>Home (DASHBOARD)</b> page is displayed after you log on. Click <b>Customers</b> icon.</p>  <p><b>Result:</b> Your <b>CUSTOMER SUMMARY</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>CUSTOMER SUMMARY</b> screen, click <b>Billing Information</b>.</p>  <p><b>Result:</b> Your <b>BILLING INFORMATION</b> screen is displayed.</p> 

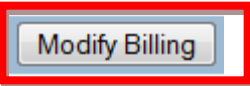

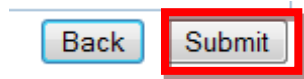
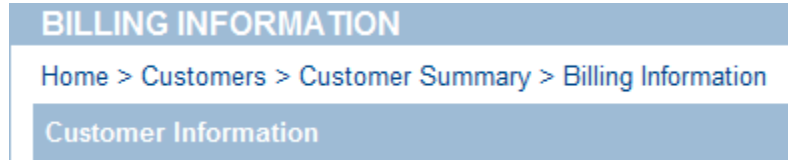
*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

## Billing Information, Continued

### Steps to modify Billing Information (continued)

Step	Action
3	<p>From your <b>BILLING INFORMATION</b> screen under <b>Billing Information</b> section in the right corner, click <b>Modify Billing</b>.</p> 
4	<p>From your <b>MODIFY BILLING INFORMATION</b> screen, update or change information in the <b>Credit Card Option</b>, <b>ACH Option</b>, <b>Online Invoice Option</b>, or <b>Mailed Invoice Option</b> sections.</p> 
5	<p>Click <b>Submit</b>. You can click <b>Back</b> if you did not want to make any changes.</p>  <p><b>Result:</b> The <b>BILLING INFORMATION</b> screen is displayed again with the changes you made.</p> 

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

# Users


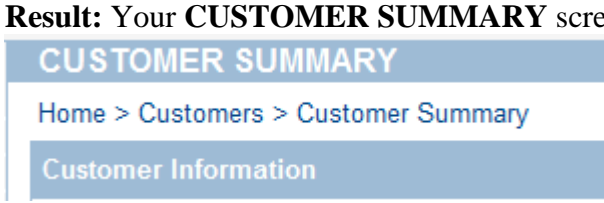
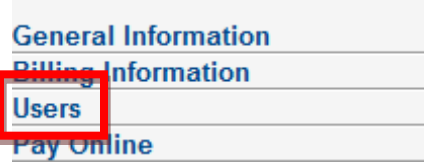
## Contents of section

The tasks in the **Users** section include:

- How to modify Users
- How to add single users
- How to add multiple users
- How to change user status (active/inactive)

## Steps to modify Users

The steps to modify **Users** include:

Step	Action
1	<p>The <b>Home (DASHBOARD)</b> page is displayed after you log on. Click <b>Customers</b> icon.</p>  <p><b>Result:</b> Your <b>CUSTOMER SUMMARY</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>CUSTOMER SUMMARY</b> screen, click <b>Users</b>.</p> 


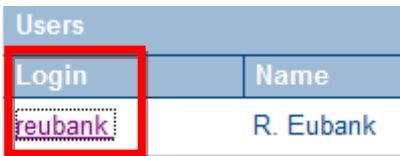
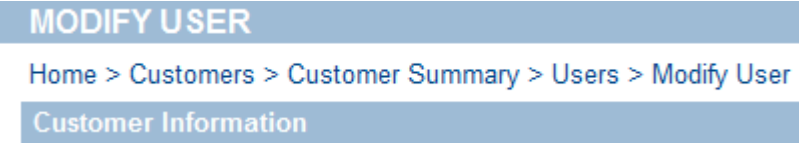
*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

## Users, Continued

### Steps to modify Users (continued)

Step	Action
2	<p><b>Result:</b> Your <b>USERS</b> screen is displayed.</p> 
3	<p>Under <b>Users</b> section in the <b>Login</b> field, click the login link to modify your user.</p> <p>In this example you would click <b>reubank</b>.</p>  <p><b>Result:</b> The <b>Modify User</b> screen is displayed.</p> 
4	<p>Under <b>Update User</b> section, you can click <b>Generate</b> to get a new password or update any of your information available. You can also update your Address and Phone Information sections.</p> <p><b>Note:</b> You can change a user to Customer Admin if you click the <b>Login Type</b> drop-down arrow and select <b>Customer Admin</b>.</p> <p>The <b>Update User</b> section screenshot is available on the next page.</p>

*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.

## Users, Continued

### Steps to modify Users (continued)

Step	Action
4	<div data-bbox="581 426 1409 926" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #e6f2ff; margin: 0; padding: 2px;">Update User</p> <p>ID: 55913</p> <p>Login: reubank</p> <div style="border: 2px solid red; padding: 5px;"> <p>Password: <input type="text"/> <input type="button" value="Generate"/></p> <p>First Name: <input type="text" value="R."/></p> <p>Last Name: <input type="text" value="Eubank"/></p> <p>Email: <input type="text" value="CDB_CORP@nicusa.com"/></p> <p>Login Type*: <input type="text" value="User"/></p> <p>Status*: <input type="text" value="Active"/></p> </div> <p style="font-size: small; margin-top: 5px;">( Password sh at least 4 alph characters. C requires at lea upper case ar</p> </div>
5	<p>Click <b>Submit</b>. You can click Back if you did not want to make any changes.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Submit"/> </div> <p><b>Result:</b> The <b>USERS</b> screen is displayed</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="background-color: #e6f2ff; margin: 0; padding: 2px;">USERS</p> <p style="margin: 0; padding: 2px;">Home &gt; Customers &gt; Customer Summary &gt; Users</p> </div>

*Continued on next page*


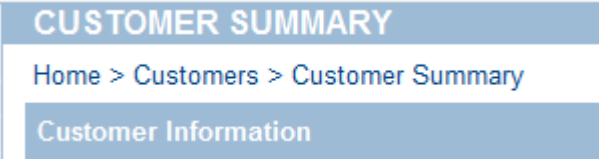


NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.

## Users, Continued

### Steps to add a single user

The steps to add single **Users** include:

Step	Action
1	<p>The <b>Home (DASHBOARD)</b> page is displayed after you log on. Click <b>Customers</b> icon.</p>  <p><b>Result:</b> Your <b>CUSTOMER SUMMARY</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>CUSTOMER SUMMARY</b> screen, click <b>Users</b>.</p> 
3	<p>Click <b>Add User</b> to add a new user.</p> 
4	<p>Complete the information in the <b>Add User</b> section.</p> <ol style="list-style-type: none"> <li>1. In the <b>Login:</b> field, enter a username or login.</li> <li>2. In the <b>Password:</b> field, click <b>Generate</b> to have a password auto generated.</li> <li>3. In the <b>First Name:</b> and <b>Last Name:</b> fields, enter the customer's name.</li> <li>4. In the <b>Email:</b> field, enter the customers e-mail address.</li> <li>5. In the <b>Login Type:</b> field User is the default.</li> <li>6. In the <b>Status:</b> field Active is the default or select a status.</li> </ol>

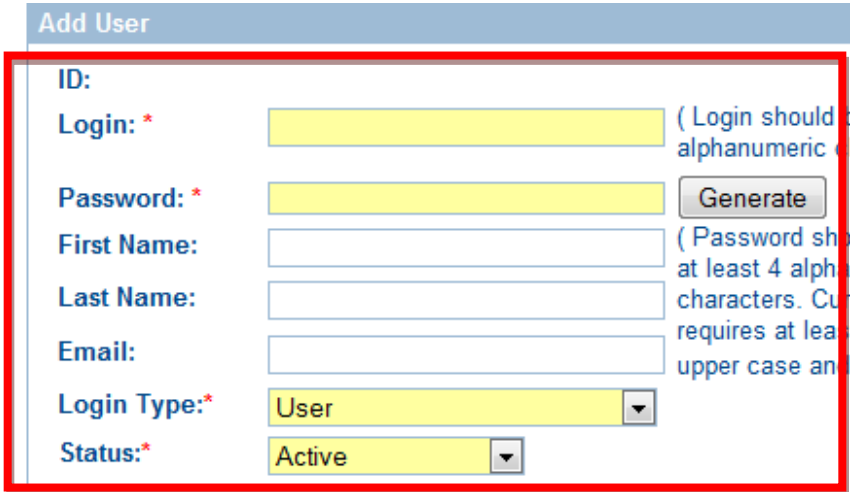


*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.

## Users, Continued

### Steps to add a single user (continued)

Step	Action
4	<p>The screenshot of the <b>Add Users</b> section.</p> <p><b>Note:</b> You can change a user to Customer Admin if you click the <b>Login Type</b> drop-down arrow and select <b>Customer Admin</b>.</p>  <p><b>Note:</b> Complete the <b>Address</b> and <b>Phone Information</b> sections with your information.</p>
5	<p>Click <b>Submit</b>.</p>  <p><b>Result:</b> The <b>USERS</b> screen is displayed.</p> 

*Continued on next page*

NIC Proprietary and Confidential



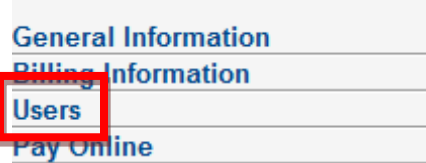
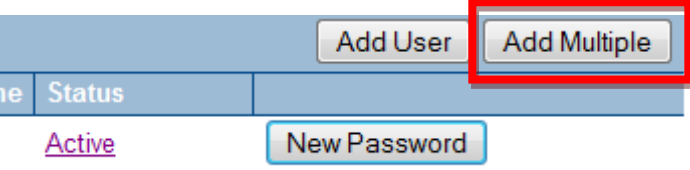
The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.



## Users, Continued

### Steps to add multiple users

The steps to add multiple Users include:

Step	Action
1	<p>The <b>Home (DASHBOARD)</b> page is displayed after you log on. Click <b>Customers</b> icon.</p>  <p><b>Result:</b> Your <b>CUSTOMER SUMMARY</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>CUSTOMER SUMMARY</b> screen, click <b>Users</b>.</p> 
3	<p>Click <b>Add Multiple</b> to add more than one user.</p> 

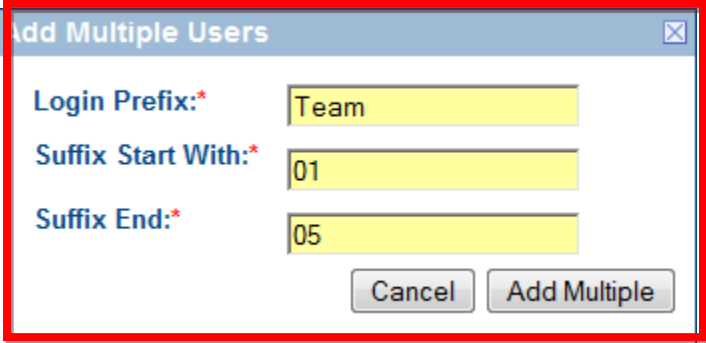
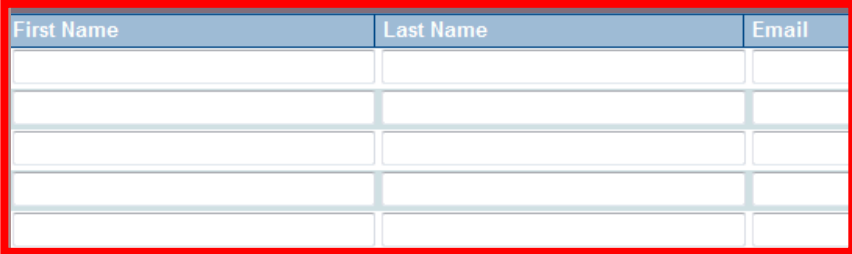

*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.

## Users, Continued

### Steps to add multiple users (continued)

Step	Action
4	<p>Complete the information in the <b>Add Multiple Users</b> sections.</p> <ol style="list-style-type: none"> <li>1. Enter your <b>Login Prefix:</b> (Ex: Team)</li> <li>2. Enter your <b>Suffix Start With:</b> (Ex: 01)</li> <li>3. Enter your <b>Suffix End:</b> (Ex: 05)</li> <li>4. Click <b>Add Multiple</b>.</li> </ol> 
5	<p>Enter the <b>First Name</b>, <b>Last Name</b> and <b>Email</b> for each of your users.</p> 
6	<p>Click <b>Submit</b>.</p> 

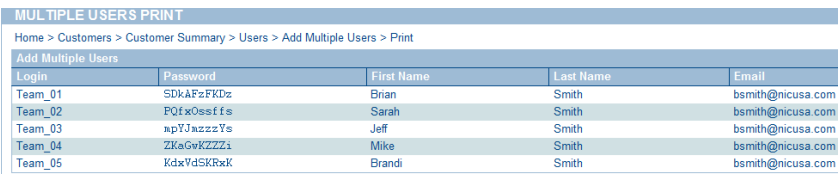
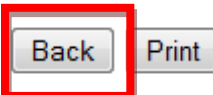

*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

# Users, Continued

## Steps to add multiple users (continued)

Step	Action																														
7	<p><b>Result:</b> The <b>MULTIPLE USERS PRINT</b> screen is displayed.</p>  <table border="1"><thead><tr><th>Login</th><th>Password</th><th>First Name</th><th>Last Name</th><th>Email</th></tr></thead><tbody><tr><td>Team_01</td><td>SDkAFzFKDz</td><td>Brian</td><td>Smith</td><td>bsmith@nicusa.com</td></tr><tr><td>Team_02</td><td>PQfxOssffs</td><td>Sarah</td><td>Smith</td><td>bsmith@nicusa.com</td></tr><tr><td>Team_03</td><td>apYJazzzYs</td><td>Jeff</td><td>Smith</td><td>bsmith@nicusa.com</td></tr><tr><td>Team_04</td><td>ZKaGwKZZzi</td><td>Mike</td><td>Smith</td><td>bsmith@nicusa.com</td></tr><tr><td>Team_05</td><td>KdxVdSKRzK</td><td>Brandi</td><td>Smith</td><td>bsmith@nicusa.com</td></tr></tbody></table> <p>Click <b>Back</b>. You can click Print to print a copy of your user names with their passwords.</p>  <p><b>Result:</b> The <b>USERS</b> screen is displayed.</p> 	Login	Password	First Name	Last Name	Email	Team_01	SDkAFzFKDz	Brian	Smith	bsmith@nicusa.com	Team_02	PQfxOssffs	Sarah	Smith	bsmith@nicusa.com	Team_03	apYJazzzYs	Jeff	Smith	bsmith@nicusa.com	Team_04	ZKaGwKZZzi	Mike	Smith	bsmith@nicusa.com	Team_05	KdxVdSKRzK	Brandi	Smith	bsmith@nicusa.com
Login	Password	First Name	Last Name	Email																											
Team_01	SDkAFzFKDz	Brian	Smith	bsmith@nicusa.com																											
Team_02	PQfxOssffs	Sarah	Smith	bsmith@nicusa.com																											
Team_03	apYJazzzYs	Jeff	Smith	bsmith@nicusa.com																											
Team_04	ZKaGwKZZzi	Mike	Smith	bsmith@nicusa.com																											
Team_05	KdxVdSKRzK	Brandi	Smith	bsmith@nicusa.com																											


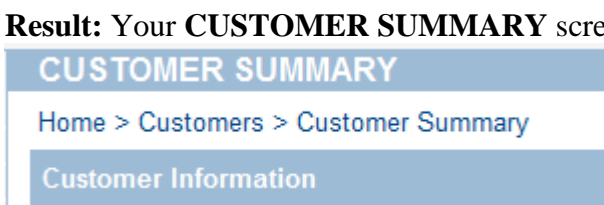

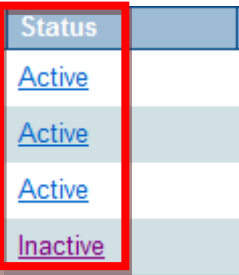
*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

## Users, Continued

**Steps to change Users status** The steps to change **Users** status (active/inactive) include:

Step	Action
1	<p>The <b>Home (DASHBOARD)</b> page is displayed after you log on. Click <b>Customers</b> icon.</p>  <p><b>Result:</b> Your <b>CUSTOMER SUMMARY</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>CUSTOMER SUMMARY</b> screen, click <b>Users</b>.</p> 
3	<p>Under <b>Status</b> field, click <b>Active</b> link to make the user inactive or click <b>Inactive</b> link to make the user active again.</p>  <p><b>Note:</b> An auto note is generated indicating the status was changed to <b>Inactive</b> and the <b>date</b> is displayed</p>

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.

# Pay Online by Customer Admin


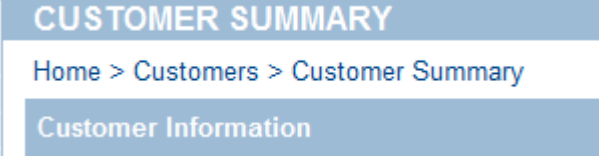
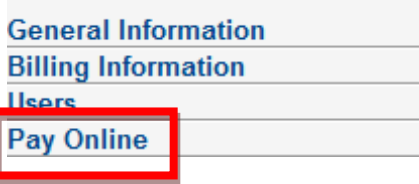

**Contents of section**

The tasks in the **Pay Online for Customer Admin** section include:

- How to make a payment online as a customer admin

**Steps for Customer Admin to make a payment online**

The steps for Customer Admin to make a payment online (Pay Online) include:

Step	Action
1	<p>The <b>Home (DASHBOARD)</b> page is displayed after you log on. Click <b>Customers</b> icon.</p>  <p><b>Result:</b> The <b>CUSTOMER SUMMARY</b> screen is displayed.</p> 
2	<p>From the left menu of the <b>CUSTOMER SUMMARY</b> screen, click <b>Pay Online</b>.</p>  <p><b>Result:</b> The <b>DUES</b> screen is displayed.</p> 

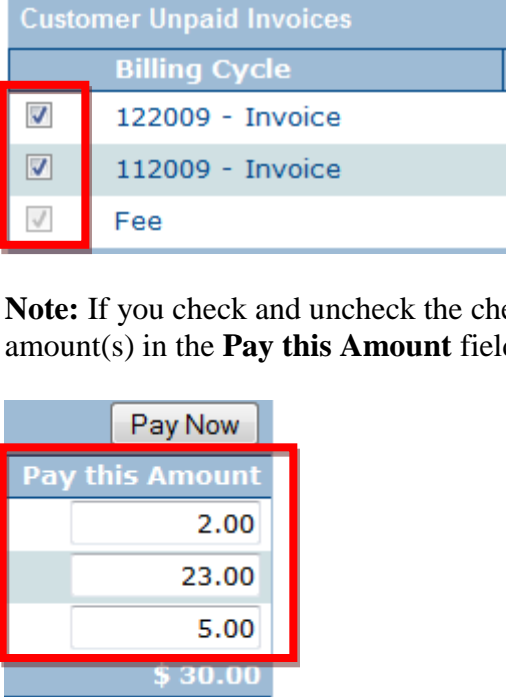
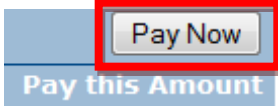
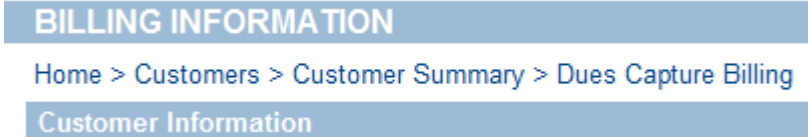
*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

## Pay Online by Customer Admin, Continued

Steps for  
Customer  
Admin to make  
a payment  
online  
(continued)

Step	Action
3	<p>In your <b>Customer Unpaid Invoices</b> section under <b>Billing Cycle</b> field, click the check mark box for the invoice and the amount you would like to pay.</p>  <p><b>Note:</b> If you check and uncheck the check mark boxes the amount(s) in the <b>Pay this Amount</b> field will change.</p>
4	<p>Click <b>Pay Now</b>.</p>  <p><b>Result:</b> The <b>BILLING INFORMATION</b> screen is displayed.</p> 

*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.

## Pay Online by Customer Admin, Continued

**Steps for  
Customer  
Admin to make  
a payment  
online**  
(continued)

Step	Action
5	<p>Determine if you are using a credit card or ACH (Checking) to make the payment.</p> <p>If <b>Credit Card</b> option:</p> <ol style="list-style-type: none"> <li>1. Click <b>Credit Card Option</b> radio button.</li> <li>2. In the <b>Credit Card</b> field, enter your credit card number.</li> <li>3. In the <b>Card Expiration Date</b> field, enter your credit card expiration date using the correct format provided.</li> <li>4. From the <b>Card Type</b> field, select your card type from the drop-down list options (AmEx, Checking, Discover, Ledger Master Card, Savings, or Visa).</li> </ol> <div data-bbox="565 856 1295 1108" style="border: 2px solid red; padding: 5px; margin: 10px 0;"> </div> <p>If <b>ACH</b> (Checking) option:</p> <ol style="list-style-type: none"> <li>1. Click <b>ACH Option</b> radio button.</li> <li>2. From <b>Routing Number</b> and <b>Account Number</b> fields, enter your routing and account numbers that are on the check.</li> <li>3. From the <b>Account Type</b> field, select an account type from the drop-down list options (Checking, General Ledger, Loan, or Savings).</li> <li>4. From the <b>Customer Type</b> field, select a customer type from the drop-down list options (Business or Consumer).</li> <li>5. In the <b>Bank Name</b> field, enter the name of the bank for the check.</li> </ol> <p>The ACH option screenshot is on the next page.</p>

*Continued on next page*

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.

## Pay Online by Customer Admin, Continued

Steps for  
Customer  
Admin to make  
a payment  
online  
(continued)

Step	Action
5	<p>The <b>ACH</b> (Checking) option (continued)</p> <div style="border: 2px solid red; padding: 5px;"> <p><input checked="" type="radio"/> ACH Option</p> <p>Routing Number:* <input type="text"/></p> <p>Account Number:* <input type="text"/></p> <p>Account Type: -- Account Type -- ▾</p> <p>Customer Type: -- Customer Type -- ▾</p> <p>Bank Name:* <input type="text"/></p> </div> <p><b>Note:</b> Under the <b>Payment Amount</b> section, the <b>Total Due Amount</b> and <b>Payment Amount</b> are displayed at the top of the screen.</p>

Payment Amount	
Total Due Amount: \$25.00	Payment Amount: \$30.00

Steps for  
Customer  
Admin to make  
a payment  
online  
(continued)

Step	Action
6	<p>Under the <b>Billing Address</b> section, verify or change the customer's billing address.</p> <div style="border: 2px solid red; padding: 5px;"> <p><b>Billing Address</b></p> <p>Organization Name: Advanced Towing Svc. Inc. <input checked="" type="checkbox"/> Same as Main</p> <p>First Name: Colby</p> <p>Last Name: Russell</p> <p>Address 1:* P.O. Box 143</p> <p>Address 2: <input type="text"/></p> <p>City:* W. Jordan</p> <p>State/Province:* Utah ▾</p> <p>Postal Code:* 84084</p> <p>Country:* USA ▾</p> </div>

*Continued on next page*


NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is "uncontrolled" if printed. The user is responsible to verify that a printed version is the current version before using.



## Pay Online by Customer Admin, Continued

**Steps for Customer Admin to make a payment online**  
(continued)

Step	Action
7	<p>Click <b>Finish</b>.</p>  <p><b>Result:</b> The <b>PAYMENT DETAIL</b> screen is displayed with the payments you just made.</p> <p><b>Note:</b> You can click <b>Email Receipt</b> to receive an e-mail that appears on the Billing screen or you can click <b>View Receive</b> to review the receipt.</p>

**PAYMENT DETAIL**

Home > Customers > Customer Summary > Payment Detail

Payment Information

Customer ID:	1245	Payment Reference:	880892
Payment Amount:	\$ (30.00)	Payment Date:	09/09/2010
Payment Type:	Credit Card	Paid By:	glennaruss

Email Receipt View Receipt

NIC Proprietary and Confidential

The electronic file of this document on the NIC Intranet site is the controlled document. The document is “uncontrolled” if printed. The user is responsible to verify that a printed version is the current version before using.