

Enter the **Case Number** and press **Add Case**. The following screen appears with the **Case Information** filled in at the bottom.

County	Case Number	Petitioner	Respondent	Pay Group	Medical Insurance	Amount
DAOSDEN	201999DR00123CAJ0000	JANE DOE	JOHN DOE	Monthly	Yes	400.00

- Step 1: Select the group or groups that you want to pay; i.e., weekly, monthly. This applies when making payments on more than one case.
 - Step 2: To enter same **Withholding Date** for all cases, enter here;
 - Step 3: Indicate **Medical Insurance** availability and fill in **Withholding Date** if different for each case.
- The remaining information is automatically filled in. Check all information, if correct, click on **Process Payment**.

- The next screen is the **Confirm Information** page. Please ensure that all credit card information is accurate. If corrections are necessary, click the **Revise Information** arrow and make corrections. Once all information is accurate, click the **Process Payment** arrow.

COUNTY	Case Number	Petitioner	Respondent	Amount	
DAOSDEN	201999DR00123CAJ0000	JANE DOE	JOHN DOE	\$200.00	
				TOTAL CASE PAYMENT:	\$200.00
				SERVICE FEE:	\$0.00
				GRAND TOTAL:	\$200.00

Card Name: JOHN DOE
 Card Number: **** *1111
 Card Type: Visa
 Expiry: 10/2007

- The final screen will be the **Receipt** for the transaction. **You will receive a copy of the receipt at the email address that was provided in Step 5a.** Print this receipt to keep in your records.

County	Case Number	Petitioner	Respondent	Amount	
DAOSDEN	201999DR00123CAJ0000	JANE DOE	JOHN DOE	\$600.00	
				TOTAL CASE PAYMENT:	\$600.00
				SERVICE FEE:	\$19.20
				GRAND TOTAL:	\$619.20

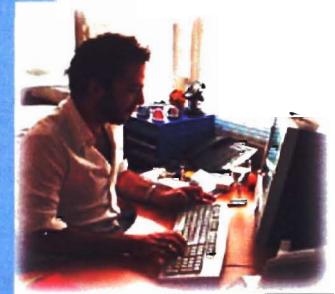
Card Name: JOHN DOE
 Card Number: **** *1111
 Card Type: Visa
 Expiry: 10/2007

CONGRATULATIONS!
YOU HAVE JUST SET UP YOUR MOST IMPORTANT PAYMENT ACCOUNT.

If you have questions or if you do not receive a receipt, please contact webmaster@myfloridacounty.com or call **1.877.326.8689**.

PAYING CHILD SUPPORT ONLINE

Setting Up Your Child Support Payment Account



MyFloridaCounty.com

webmaster@MyFloridaCounty.com
 1-877-326-8689

INTERESTED IN SETTING UP A SAFE AND SECURE ACCOUNT?

When making your child support payment through MyFloridaCounty.com, you have two options. You can enter the case and credit card information each time that you make a payment or you can set up an account to store the information with MyFloridaCounty.com.

By setting up an account:

- You have the option to pay by e-check or credit card;
- You are free to process the payment at your convenience;
- You no longer have to add case information or credit card information each time. Your case and banking information reside in a safe and secure environment, only you have access to this information. The information is retrieved by supplying a user name and password that you have chosen;
- The system keeps track of the activities that have taken place on your account through MyFloridaCounty.com, providing you a detailed history of transactions. **Note: Only payments processed in your MyFloridaCounty.com payment account are captured in this payment history.**

CAUTION
FUNDS ARE
WITHDRAWN
IMMEDIATELY

WARNING: Making a support payment using this service will deduct money from your account IMMEDIATELY!

1. Go to www.myfloridacounty.com.
2. Click on **Pay Child Support & View Payment History**.



ONLINE SERVICES

- ✓ Pay Traffic Citation
- ✓ Pay Child Support & View Payment History
- ✓ Order Official Records
- ✓ Become a Subscriber
- ✓ Subscriber Info

3. Click on **Child Support Payment Account Set-up**.

4. You are prompted to supply a **Username** and a **Password**. As you do not yet have a **Username** and **Password**, click on **NOT REGISTERED? SIGN UP TODAY!**

MEMBER SIGN IN :

Please enter your Username and Password below.

Username:

Password:

Continue

NOT REGISTERED? SIGN UP TODAY!

5. On the **PAYMENT ACCOUNT REGISTRATION** screen, you can view the **Terms, Conditions and Fees** of each **Payment Type: Credit Card** (MasterCard, VISA or Discover) or **Electronic Check** (direct debit from bank account *immediately*.)

- a. Enter the **Account Information** from the account you will use to process the support payments.
- b. In the **Username** section, you will supply the **Username** and **Password**. Make this **Username** and **Password** terms that are easy for YOU to remember. Please **DO NOT** share this information with anyone.
- c. The next section prompts you to select the payment type, **Electronic Check** or **Credit Card**. Select one method only, by clicking the circle next to your choice. Input the account information and click **Continue**.

Please select the payment method you prefer.

Electronic Check: (direct debit from your bank account)

Routing/Transit Number: Account Number:

There is a service fee of \$5.00 per group payment.

5c

Credit Card:

Account Name:

Routing Number:

Account Number:

Enter Name as it appears on Card:

Card Number: (No E)

Card Type: - Select One -

Expires: MONTH YEAR

There is a service fee of 3.2% (\$3.50 minimum) for payments made via credit card.

6. Select the **Pay Group** by choosing the correct option from the drop down box. **Pay Group** is defined as how often payments are submitted. Next indicate medical support if the noncustodial parent has family **Medical Insurance** coverage, otherwise select "No." Please indicate the **Amount** of support to be paid. From the drop down box choose the **County** name where the case is filed. Finally, you have two options to enter the **Case Number**:

99.99% of users use the depository number

- a. **Depository Number:** i.e., 04-142-DR;
- b. **Uniform Case Number:** i.e., 121989DR000010CAXXJC