

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

Pay Group, Medical Insurance, and Amount may be set now or later (Optional)		Pay Group	Medical Insurance	Amount
		Sam-Monthly	No	200
Repository Number	County			
	Case Number			
	County Designator	Your Designator	Case Type	
	SEQUENCE NUMBER	Party/Outdated Identifier	Branch Location	

**Add Case**

County	Case Number	Petitioner	Respondent	Pay Group	Medical Insurance	Amount
DAOSDEN (click here to delete)	201999DR00123CAJX00M0	JANE DOE	JOHN DOE	Monthly	Yes	400.00

Continue

- 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**.

PLEASE NOTE: Child Support Payments made online MAY NOT BE CANCELLED OR REFUNDED by MyFloridaCounty.com because payments are AUTOMATICALLY sent to the SDU for debit removal to recipients.

**Step 1:** Select the group or groups you want to pay now and click the arrow. Your selected cases will appear below. If you are a first time user, please [click here](#).

**Step 2:** Select the Withholding Date and indicate Medical Insurance Availability. To submit a different date for each case, manually enter the date below.

**WITHHOLDING DATE:** For employees or self-employment. Date in which funds will be deducted from employee's pay. For parents: Date you submit payment. **FUNDS ARE WITHDRAWN IMMEDIATELY.**

**MEDICAL INSURANCE AVAILABILITY:** For employees or self-employment. Is family medical insurance available to employee? For parents: This question is not required. Please select "No".

**Step 3:** Click **Process Payment** when you are ready to transmit the funds.

NOTE: For payments made before 3:00pm EST, please allow 2 business days to process credit card payments. You can change the payment amount, dates, and other information by clicking the "Modify Case" button.

My Checked Cases	Petitioner	Respondent	Case Number	Pay Group	Medical Insurance	Withholding Date	Amount
IP	JANE DOE	JOHN DOE	201999DR0011CAJX00M0	Monthly	Yes	February 20 / 2005	\$600.00

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.

Child Support - CONFIRM INFORMATION

PLEASE NOTE: Child Support Payments made online MAY NOT BE CANCELLED OR REFUNDED by MyFloridaCounty.com because payments are AUTOMATICALLY sent to the SDU for debit removal to recipients.

Please review the Case List and Account Information below.

User: jmiles

COUNTY	Case Number	Petitioner	Respondent	Amount
DAOSDEN	201999DR00123CAJX00M0	JANE DOE	JOHN DOE	\$200.00
TOTAL CASE PAYMENT:				\$200.00
SERVICE FEE:				\$6.45
GRAND TOTAL:				\$206.45

Credit Card Information

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

Please click Process Payment only once. If you do not receive a web page receipt in 120 seconds, and do not receive an email receipt within 15 minutes, please email webmaster@myfloridacounty.com.

Revise Information | Process Payment

- 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.

Child Support - RECEIPT

Please Print & Save This Page for your records.

Your payment has been successfully sent. Please allow 2 business days (if paid before 3:00pm EDT/EST) to process credit card payments or 4 business days (if paid before 3:00pm EDT/EST) for electronic check payments.

PLEASE NOTE: Child Support Payments made online MAY NOT BE CANCELLED OR REFUNDED by MyFloridaCounty.com because payments are AUTOMATICALLY sent to the SDU for debit removal to recipients.

User: jmiles

PAYMENT #: 212951  
 DATE: 02/15/2005 12:19 PM EST

County	Case Number	Petitioner	Respondent	Amount
DAOSDEN	201999DR00123CAJX00M0	JANE DOE	JOHN DOE	\$600.00
TOTAL CASE PAYMENT:				\$600.00
SERVICE FEE:				\$19.20
GRAND TOTAL:				\$619.20

Credit Card Information

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

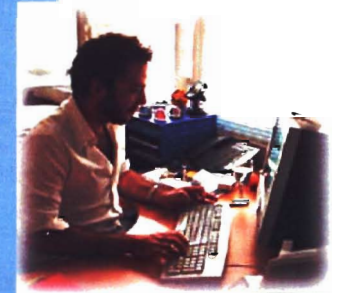
Back to Child Support Payment Account | MyFloridaCounty.com Home Page

**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](mailto: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](http://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.

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