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

7. 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**.

8. 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.

9. 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.

**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.
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.

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

CAUTION

Funds are withdrawn immediately.


2. Click on Pay Child Support & View Payment History.

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.

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:

   a. Depository Number: 04-142-DR;
   b. Uniform Case Number: 121989DR000010CAXXJC