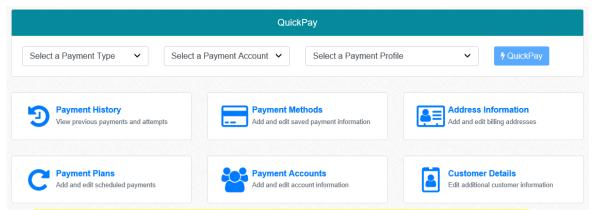
## **JetPay Guidelines for Recurring Payments**

- To initially set up the JetPay account, click on the "JetPay Login" button at the top of the screen on the MODOCFEES website. From there, you will need to create an account. Fill out the required fields.
- Once logged in to JetPay's system, from the "My JetPay" screen, you can view the below options.

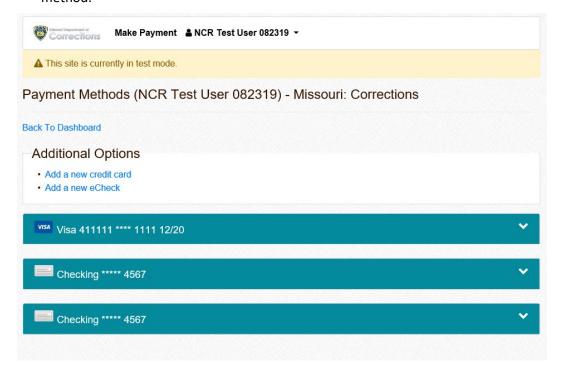


<u>Payment Accounts</u> – This will have to be set up prior to any payments being made to ensure your payment gets applied to your debt.

 Once on the "My JetPay" screen, click "Payment Accounts", then click "Add Payment Account". Under Payment Type, you will select "Intervention Fee Payments". Next will be a box for an account number – this will be for your offender number. Once filled in, click Save.

## **Payment Methods**

- Click the Payment Methods link to add/edit the debit/credit card or checking/savings account.
- The Payment Methods screen will show you any current payment methods you
  have set up as well as adding any new payment methods. You can edit or cancel
  existing payment methods by clicking the drop down arrow next to each payment
  method.

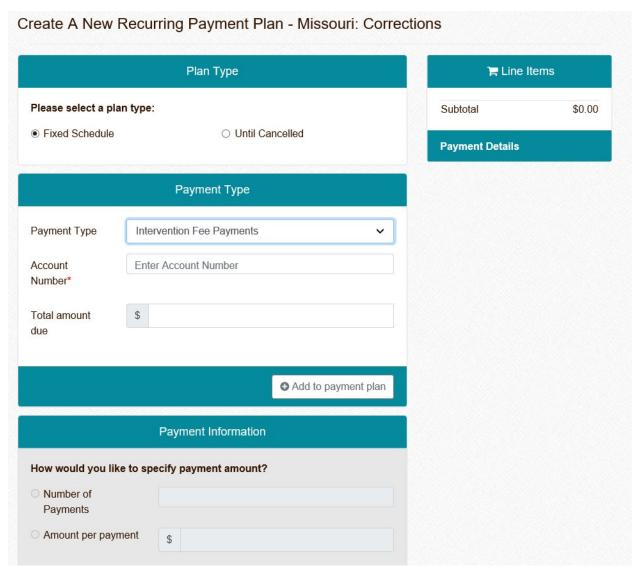


Clicking the "Back to Dashboard" link will take you back to your My JetPay screen.
 To add a scheduled payment plan, click the Payment Plans link. From this screen, you can create a new payment plan as well as edit or cancel any existing payment plans.

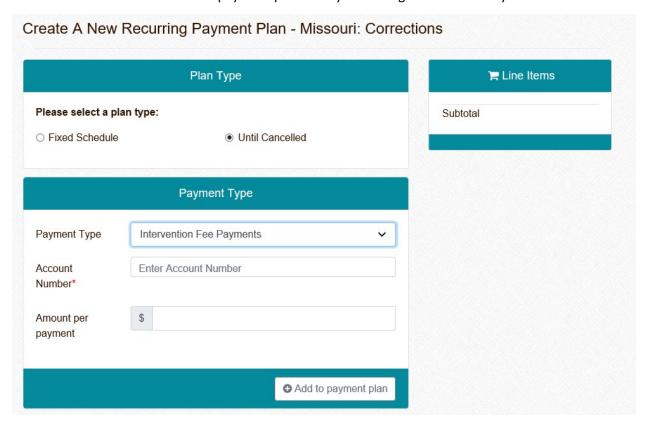


## **Payment Plans**

- When setting up a new recurring payment plan, the Account Number will be your Offender Number.
- If you choose a "Fixed Schedule" plan and opt to choose the Number of Payments, your Total Amount Due will be divided by the number of payments you enter. (Example: \$360.00 for your total amount due divided by 12 payments = \$30.00 for each payment) If you opt to choose the Amount per Payment, your Total Amount Due will be divided by the amount of the payment you enter. (Example: \$360.00 for your total amount due divided by \$30.00 per payment = 12 payments) In both options, the recurring payment plan will end after the 12 payments have been completed based off of the frequency of payments you select. You can either select one of your saved payment methods for the Payment Profile or you can enter new billing info as instructed.



• If you choose the "Until Cancelled" plan, you will indicate your Amount per Payment, as well as the frequency of the payments. \*\*Please note - you will have to remember to end this payment plan once you no longer owe DOC for your fees.



- Once you have saved your payment plan, you will see a confirmation screen, along
  with a list of scheduled payment dates. You can view this schedule at any time in
  the Edit screen of the saved payment plan.
- JetPay's fee schedule below for individual payments using a debit/credit card will also apply to recurring payments. All eCheck payments, regardless of amount, will be charged a \$0.50 fee.

Payment Amount	<b>Fee for Payment</b>	
\$0-\$50.00	\$1.25	
\$50.01-\$75.00	\$1.75	
\$75.01-\$100.00	\$2.15	
\$100.01 and up	2.15%	

Payment Example	Fee	<b>Total Charge</b>
\$30.00	\$1.25	\$31.25
\$60.00	\$1.75	\$61.75
\$90.00	\$2.15	\$92.15
\$120.00	\$2.58	\$122.58