

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.

The screenshot shows the 'QuickPay' dashboard. At the top, there are three dropdown menus: 'Select a Payment Type', 'Select a Payment Account', and 'Select a Payment Profile', followed by a blue 'QuickPay' button. Below these are six main navigation cards arranged in a 2x3 grid:

- Payment History**: View previous payments and attempts (with a circular arrow icon).
- Payment Methods**: Add and edit saved payment information (with a credit card icon).
- Address Information**: Add and edit billing addresses (with a person and address icon).
- Payment Plans**: Add and edit scheduled payments (with a circular arrow icon).
- Payment Accounts**: Add and edit account information (with a group of people icon).
- Customer Details**: Edit additional customer information (with a person icon).

Payment Accounts – 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.

The screenshot shows the 'Make Payment' screen for 'NCR Test User 082319'. At the top left is the Missouri Department of Corrections logo. A yellow warning banner states: 'This site is currently in test mode.' Below this is the page title 'Payment Methods (NCR Test User 082319) - Missouri: Corrections' and a 'Back To Dashboard' link. A section titled 'Additional Options' contains two links: 'Add a new credit card' and 'Add a new eCheck'. Below this are three payment method entries, each with a dropdown arrow:

- Visa 411111 **** 1111 12/20
- Checking ***** 4567
- Checking ***** 4567

- 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.


Make Payment  **NCR Test User 082319** ▼

 This site is currently in test mode.

Payment Plans (NCR Test User 082319) - Missouri: Corrections

[Back To Dashboard](#)

Additional Options

- [Create a new payment plan](#)

Payment Method	Status	Previous Payment	Next Payment	Payment Type	Payment Identifier	Action
Checking ***** 4567	Active	Not Ran	\$30.00 - 9/26/2019	Intervention Fee Payments	1014070	Edit Cancel

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.

Create A New Recurring Payment Plan - Missouri: Corrections

Plan Type		Line Items	
<p>Please select a plan type:</p> <p><input checked="" type="radio"/> Fixed Schedule <input type="radio"/> Until Cancelled</p>		<p>Subtotal \$0.00</p>	
		Payment Details	
Payment Type			
Payment Type	Intervention Fee Payments ▼		
Account Number*	Enter Account Number		
Total amount due	\$		
+ Add to payment plan			
Payment Information			
How would you like to specify payment amount?			
<input type="radio"/> Number of Payments			
<input type="radio"/> Amount per payment	\$		

- 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.

Create A New Recurring Payment Plan - Missouri: Corrections

Plan Type

Please select a plan type:

Fixed Schedule
 Until Cancelled

Line Items

Subtotal

Payment Type

Payment Type Intervention Fee Payments ▼

Account Number*

Amount per payment

➕ Add to payment plan

- 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	Fee for Payment
\$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	Total Charge
\$30.00	\$1.25	\$31.25
\$60.00	\$1.75	\$61.75
\$90.00	\$2.15	\$92.15
\$120.00	\$2.58	\$122.58