



Saved Payments within the OS/OW Permitting System

Users can now save frequently used credit card and e-check/ACH accounts within the OS/OW permitting system for more efficient transactions.









Under the 'My Admin Tab,' select 'Saved Payments.'

The screenshot shows the 'My Admin' page. The 'My Admin' tab is selected in the top navigation bar. In the left sidebar, 'Saved Payments' is highlighted. The main content area is titled 'Maintain Saved Payment Options' and contains a table with columns: Payment Name, Payment Type, Expiration Date, Payment Status, Updated By, and Updated Date. The table is currently empty, and the bottom status bar indicates 'No items to display'.

To add a new payment method, select 'Add Saved Payment.'

This screenshot is identical to the previous one, but the '+ Add Saved Payment' button in the main content area is highlighted with a red circle, indicating the next step in the process.

Select the payment method at the top – Credit Card or E-Check.

CREDIT CARD		E-CHECK			
Cards Accepted					
					
 CREDIT CARD INFORMATION					
Name on Card		Card Nickname			
<hr/>		<hr/>			
Card Number		Expiration Date			
<hr/>		<hr/>			
Security Code		MM / YY			
<hr/>		<hr/>			
What is this?					
 BILLING INFORMATION					
Street 1		Street 2			
<hr/>		<hr/>			
Country		Postal Code			
<hr/>		<hr/>			

CREDIT CARD

E-CHECK



E-CHECK INFORMATION



Checking



Savings

This is a business account.



Routing Number Account Number

Name on Account

Account Nickname

Account Number

Confirm Account Number

Routing Number

Name of Bank




BILLING INFORMATION

Street 1

Street 2

Enter the payment and billing information, then select 'Save Payment Method' at the bottom.

 **BILLING INFORMATION**

Street 1 Street 2

Country Postal Code

City State/Province

Once complete, you will receive the following message and can close your browser:

The payment account is saved successfully. You can close the browser window.

You must refresh the page to see the new Saved Payment profile.

Application My Queue My Vehicles My Reports My Admin Help Logoff

Account Maintenance Saved Payments User Management Users My Profile Change Password Carrier Profile

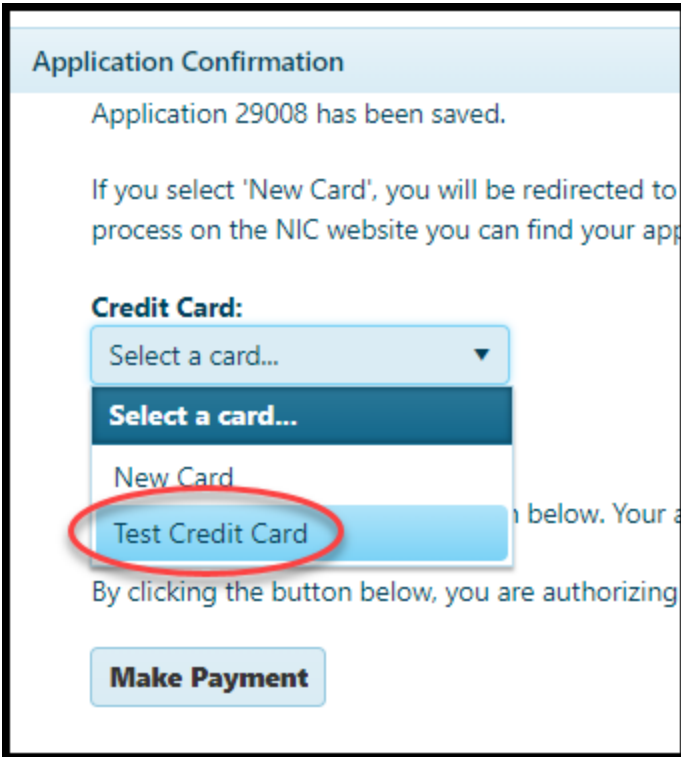
Maintain Saved Payment Options
This page handles saved payment profiles.

Payment Name	Payment Type	Expiration Date	Payment Status	Updated By	Updated Date
	CreditVisa	02/25	Active		10/30/2024 11:10:18 AM

1 5 items per page 1 - 1 of 1 items

Note: You can only edit a saved payment type once every 20 minutes.

When processing an application, the payment page drop-down will include your saved card or E-check/ACH account.



Application Confirmation

Application 29008 has been saved.

If you select 'New Card', you will be redirected to process on the NIC website you can find your app

Credit Card:

Select a card... ▼

Select a card...

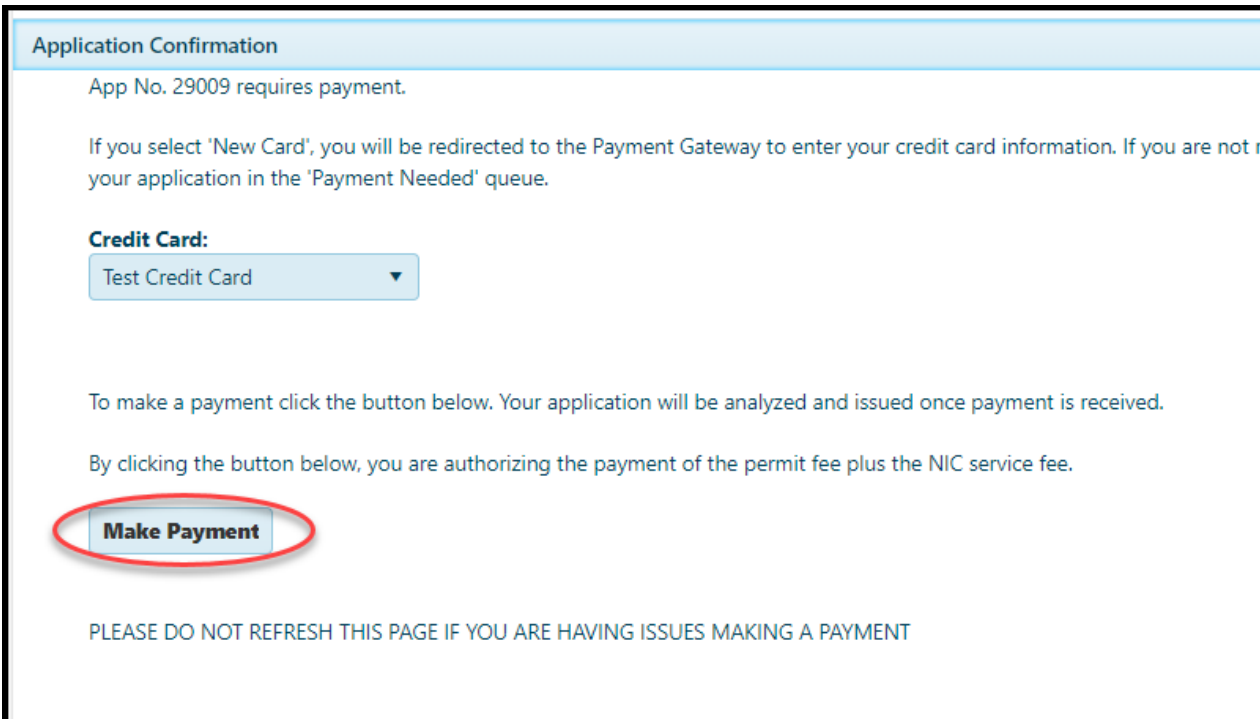
New Card

Test Credit Card

By clicking the button below, you are authorizing

Make Payment

Once your payment method is selected, click 'Make Payment.'



Application Confirmation

App No. 29009 requires payment.

If you select 'New Card', you will be redirected to the Payment Gateway to enter your credit card information. If you are not r your application in the 'Payment Needed' queue.

Credit Card:

Test Credit Card ▼

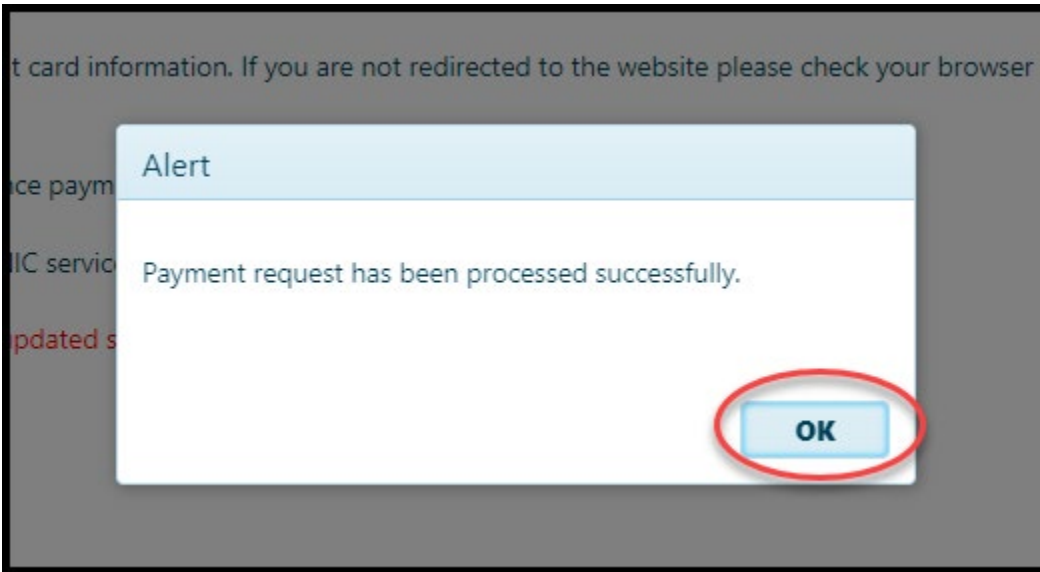
To make a payment click the button below. Your application will be analyzed and issued once payment is received.

By clicking the button below, you are authorizing the payment of the permit fee plus the NIC service fee.

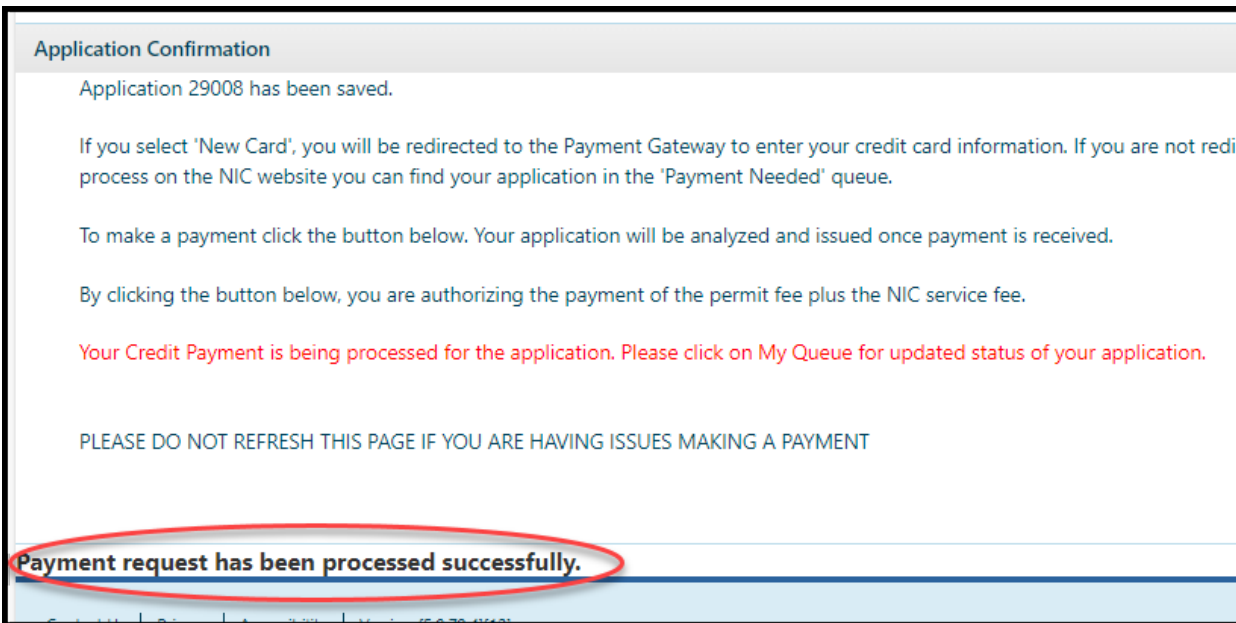
Make Payment

PLEASE DO NOT REFRESH THIS PAGE IF YOU ARE HAVING ISSUES MAKING A PAYMENT

A pop-up will appear once the payment has been successfully processed. Click 'OK' to continue.



The screen will refresh and show a success message at the bottom of the screen.



A payment confirmation will be emailed.

If you have email as your delivery method, your permit will be emailed; otherwise, the finalized permit can be found under the 'My Queue' tab.