

# Credit Card Purchases – Step by Step Instructions

In the “Application Window” as shown below, select the “Settings” tab



While in “Settings” select “User Profile”



In the "User Profile" Window, select the "Shopping Card" button/icon

The screenshot shows a "User Profile" window with the following fields:

- First Name
- Last Name
- Company Name or ID
- Title
- Phone Number
- Email Address
- Current Password
- New Email Address
- New Password
- Retype Password

Below the fields is a table of subscriptions:

Access	Removal	Access-Granted	Request Add/Remove	Group Name	App in Group	Subscription Agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Richmond County Monthly/Annual Subscribers (Batch Download Images - Signed Agreement Required - Call Recorder for this option)	Richmond County News Index and Images	<input type="button" value="X"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Richmond County Monthly/Annual Subscribers (Print Images - Signed Agreement Required - Call Recorder for this option)	Richmond County News Index and Images	<input type="button" value="X"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Richmond County Pay Per Use With Credit Card (Public Group)	Richmond County Information	<input type="button" value="X"/>

In the "Shopping Cart" Window click on the Drop-Down arrow to select the Time pass you would like to use. It also shows you the fee that the county charges for the pass. After that, press the "Add Item" button in order for the item (Time pass) to be added to the Cart

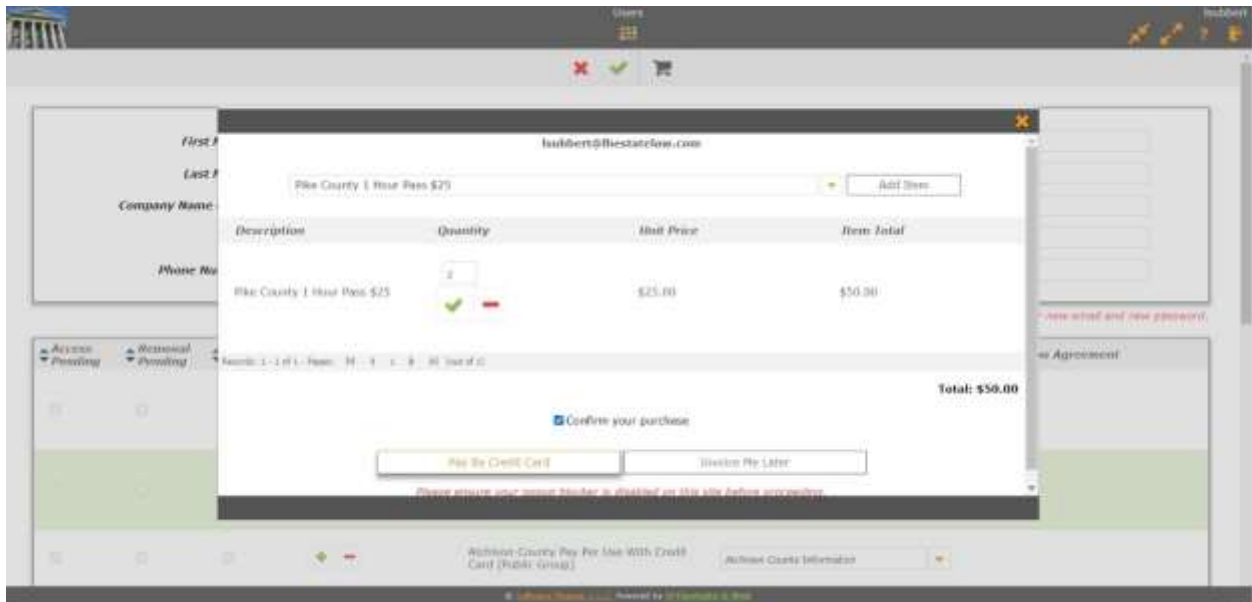
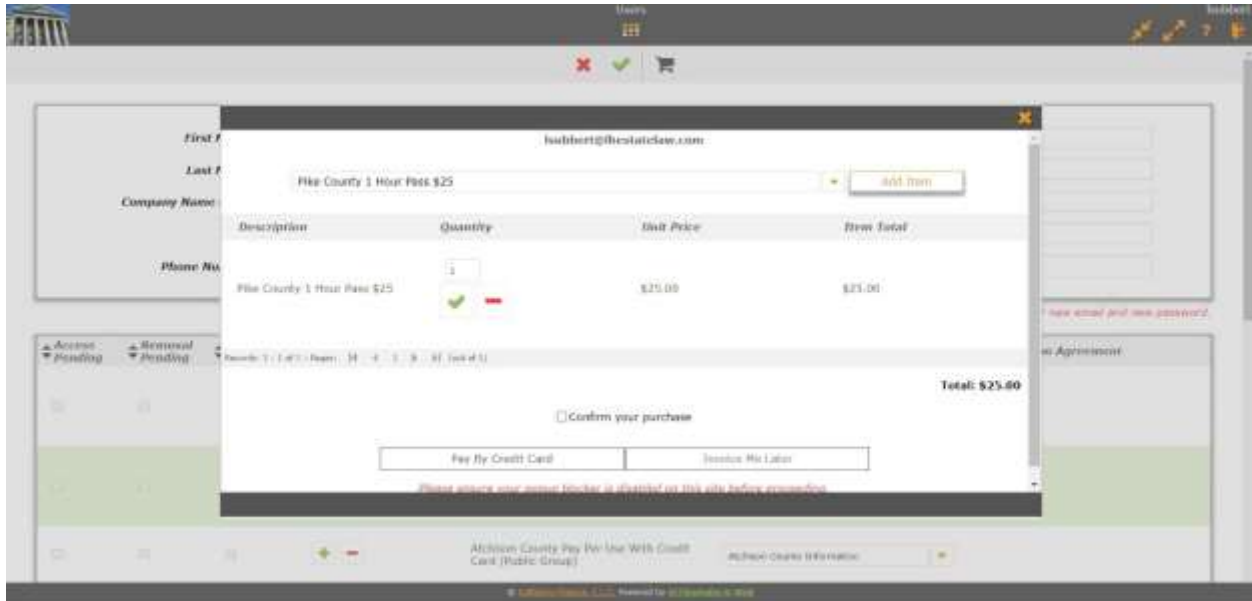
The screenshot shows a "Shopping Cart" window with the following items:

Description	Item Total
Pike County 1 Hour Pass \$25	
Pike County 15 Minute Pass \$7	
Pike County 1 Hour Pass \$25	\$25.00

Total: \$25.00

Buttons: Confirm your purchase, Pay By Credit Card, Invoice Via Email

Once the Time Pass is added to the Cart, select the “Confirm your purchase” check box and press the “Pay by Credit Card” button as shown in the following 2 images



Enter the Credit card info in the following screen and click “Next”

The screenshot shows a web application window titled "PIKE COUNTY MO RECORDER WEB". The "PAYMENT METHOD" section has "Card" selected. The "BILLING INFORMATION" section includes fields for "Company name", "Full name", "Address line 1", "Address line 2", "City", and "State". A total amount of "\$50.00" is displayed on the right. At the bottom, there is a "Next" button.

Confirm the charge and click “Authorize”

The screenshot shows a web application window titled "TEST/Software Finesse". The "AMOUNT SUMMARY" section displays the following information:

Subtotal:	\$25.00
Service Fee:	\$1.50
Amount:	\$26.50

A total amount of "\$25.00" is displayed on the right. A green "Authorize" button is visible at the bottom right. At the bottom of the window, there is a "Next" button.

When payment processing is complete, you will see the following message. Click “Ok”



Click the multi-color button below **Users**



At this point, you should have an active **Time Pass** for the county you selected earlier. Click the Tab of that county and select the application button/icon to begin your searches. Each application button/icon has a text explanation under it, describing the content of the application.

