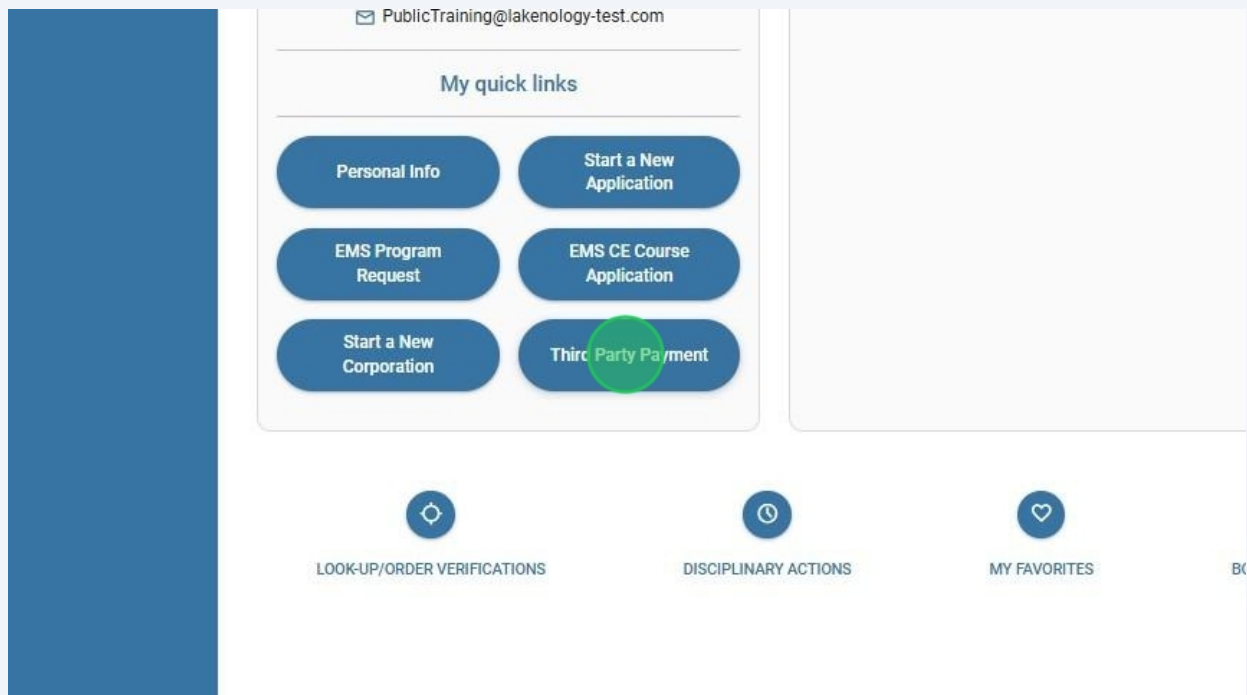


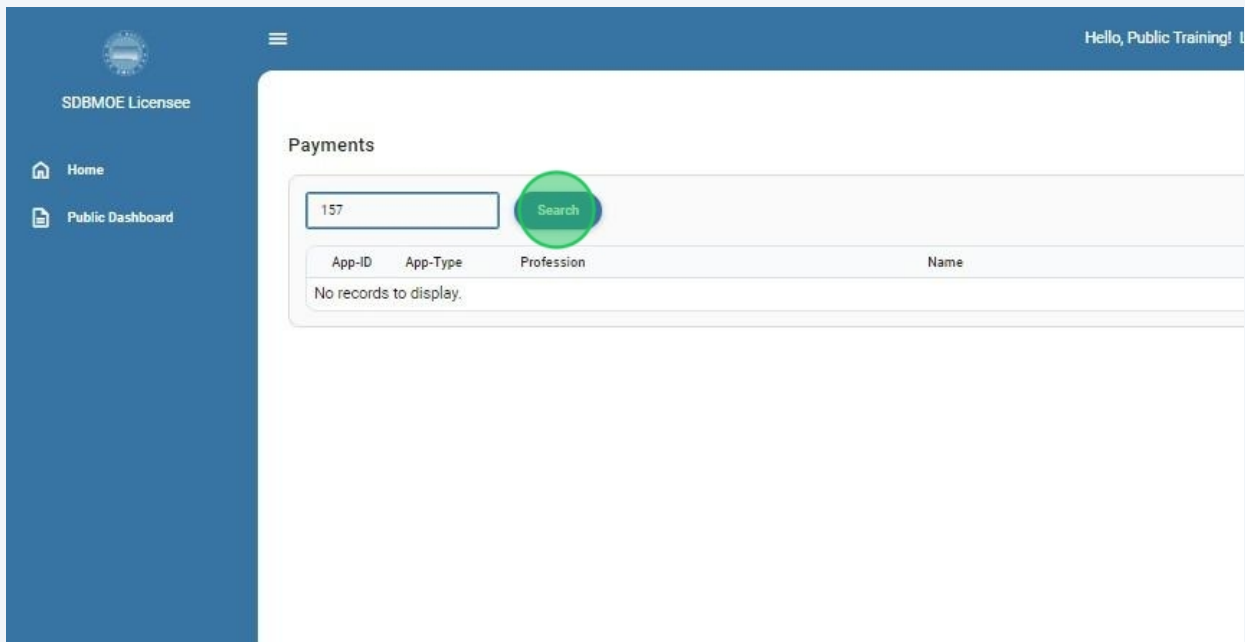
Public Access: Make a Third Party Payment

This How-To Guide is intended for public users that have a MySD account and need to make a payment on behalf of an applicant.

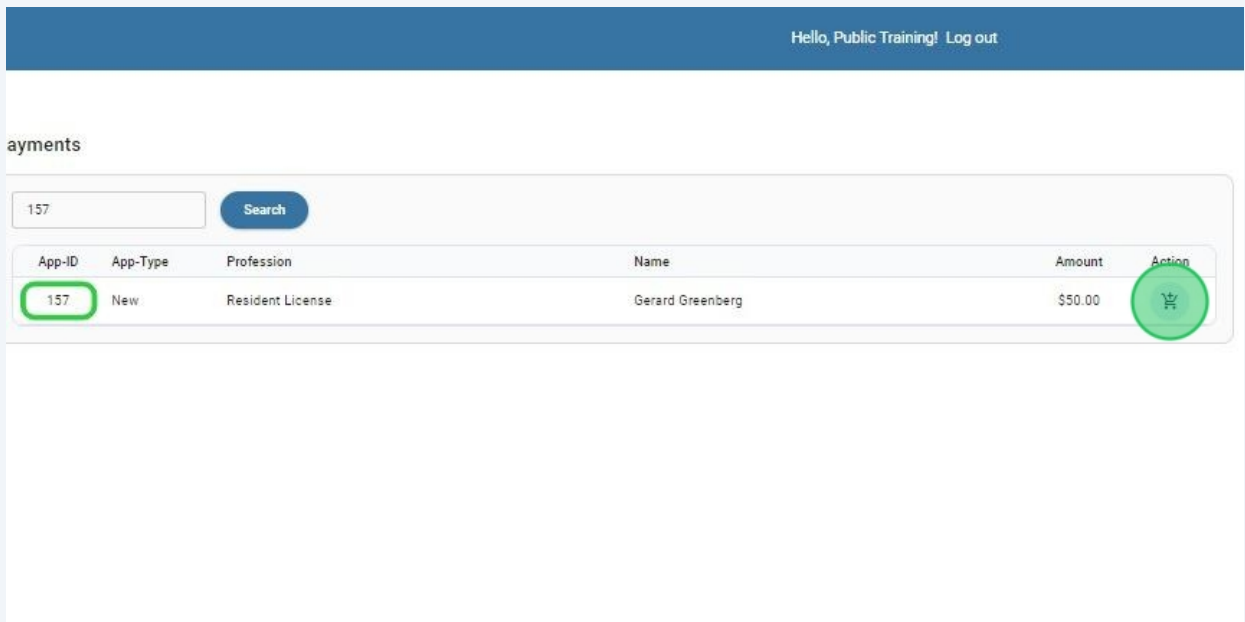
1 Login and navigate to the public dashboard. Click "**Third Party Payment**"



2 Enter the Application ID. Click "**Search**"



3 The applicant and application **fee amount** are displayed. Click "**Add to Cart**".



4

Click "**Checkout**" to proceed or Click the "**Delete icon**" to remove it from your cart.

The screenshot shows a user interface with a search bar at the top left labeled "Search Application-ID" and a "Search" button. Below it is a table with columns: App-ID, App-Type, Profession, Name, Amount, and Action. The table contains the text "No records to display.". Below this table is a section titled "View my cart". Inside this section is another table with the same columns: App-ID, App-Type, Profession, Name, Amount, and Action. The table has one row with the following data: App-ID: 157, App-Type: New, Profession: Resident License, Name: Gerard Greenberg, Amount: \$50.00. A red square highlights the "Action" cell in this row, which contains a trash can icon. Below the table is a green "Checkout" button.

5

Click "**Pay Now**" to make the payment.

The screenshot shows a payment confirmation page. At the top left, it says "Hello, Public Training! Log out". The main content area is titled "Confirm and pay". On the left side, there is a table with two rows. The first row has columns "Amount" and "Action" with empty cells. The second row has columns "Amount" and "Action" with values "\$50.00" and a trash can icon. On the right side, there is a summary box with two rows: "TOTAL ITEMS SELECTED FOR PAYMENT" with value "1", and "TOTAL AMOUNT" with value "\$50.00". A green "Pay Now" button is positioned below the summary box.

6

Select payment type. Click "**Make Payment**". You will be asked to enter payment details using a secure payment portal interface to complete the transaction. A message will return when payment is successful or declined. Be patient... Do not hit "**Make Payment**" again before the transaction has completed.

