



Instructions for Using Human Resources Online Benefit Payments

1. Complete the information on the payment information screen. **Note * indicates a mandatory field.**

Account Number Example A999BCF999

Name on Account*

Payment Amount* Example 999.99

First Name*

Middle Name

Last Name*

Street Address*

Additional Street Address

City*

State*

Zip Code*

Phone Number* Example 999-999-9999

Email Address Example anyone@gmail.com

**** You must provide an Email Address to obtain a receipt.**

2. Select

3. The next screen is for verification of the information you entered. Verify information is correct. You will have the option to select to correct any information. You will also have the option to:

Copy my contact information to the billing and credit card/bank account information page (next screen).

4. If everything is correct, select

5. Complete the billing information. Note that the payment option will show the total amount of the transaction with the Enhanced Access Fee added to the payment amount.

Please select payment option: Credit Card (\$x.xx) Electronic Check (\$x.xx)

6. When information is complete, select

7. The next screen will show you a verification of the payment information. If payment information is correct, select "Finalize". You must select Finalize to complete your payment. Until you finalize the transaction, you will have the opportunity to cancel the payment.

8. The last screen is a confirmation page. You may print this page as your receipt. You will also receive an e-mail receipt at the address entered in step 2.