

Split Pay QUICK GUIDE

Flexible payment option allowing customers to split a payment between two methods of credit cards, debit cards, or e-checks

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PAYMENT REVIEW PAYMENT
DETAILS INFORMATION RECEIPT

This service allows you to pay your dog licenses electronically and is a service of Value Payment Systems. All payments are processed immediately and the payment date is equal to the time you complete your transaction. A convenience fee of \$1.75 is charged by Value Payment Systems for using this service. We accept MasterCard, Visa, and Discover credit and debit cards.

Account Information

Payment Type: test
Invoice#: 123123

Part of the Checkout API Integration, the new Split Pay feature is located on the Payment Details tab above the Payment Method field.

Payment Details





Payment Amount: \$120.00

Split Pay

What is Split Pay?

Select Payment Method*

▼

Split Pay allows you to split your payment amount between two payment methods.

[Split Pay](#) [What is Split Pay?](#)

Split Pay: 1st Payment Method





Payment Details

Payment Amount*

Example: 45.26

Payment Method*

Please Make Selection ▼

Click the Split Pay button to show the first payment method section.

There are three options for payment method: Debit, Credit, and E-Check.

The payment detail fields will change based on the selected payment method (Debit/Credit or E-Check).

Cancel Split Pay

Save Payment Method

Click Save Payment Method after completing the payment and billing details for the first payment method. Click Cancel Split Pay to return to the original payment screen.

Split Pay: 1st Payment Method Amount: \$250.00 for card ending with: **** * 3466

Split Pay: 2nd Payment Method





Payment Details

Payment Amount*

\$1779.78

Payment Method*

Please Make Selection ▼

Upon saving, the first section collapses and the second section appears. Complete the payment and billing details and click Save Payment Method.

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After saving the second payment method, both rows show the split payment amount and payment method information. A summary section appears with associated fees and total charges. Click Continue to proceed with the payments.

Split Pay: 1st Payment Method
Amount: \$250.00 for eCheck w/Account Number: 1234567891
Edit

Split Pay: 2nd Payment Method
Amount: \$1779.78 for card ending with: **** * 5557
Edit

| | | | | | |
|--|-----------|------------------|---------|----------------|-----------|
| Amount for eCheck w/Account Number 1234567891: | \$250.00 | Convenience Fee: | \$1.00 | Total Charged: | \$251.00 |
| Amount for card **** * 5557: | \$1779.78 | Convenience Fee: | \$26.69 | Total Charged: | \$1806.47 |
| Total amount (with fees) for both payment methods: | | | | | \$2057.47 |

Back
Continue

Edit details for each method by clicking on the Edit icon.

Split Pay: 2nd Payment Method

Payment Details

Payment Amount*

The total amount for the transactions does not equal the payment amount owed. Please resubmit transactions.

Note: The two payments must total the exact amount due. An error will appear after the second payment method is saved if the amount for both transactions does not equal the total payment owed.

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Account Information

Name: Ben Smith
Address: 123 Anytown Road, Nashville TN 37214
Payment Type: Property Tax
Parcel Number: 30-07-03-400-015
Amount Owed: \$2029.78

Payment Details

| | | | |
|--|-----------|------------------|---------|
| Amount for card ****3486: | \$250.00 | Convenience Fee: | \$3.75 |
| Total Charged: | \$253.75 | | |
| Amount for card ****5557: | \$1779.78 | Convenience Fee: | \$26.69 |
| Total Charged: | \$1806.47 | | |
| Total amount (with fees) for both payment methods: | | \$2060.22 | |

Billing Information

Payment Method 1:
Name: Ben Smith
Address: 123 Anytown Road, Nashville TN 37214

Payment Method 2:
Name: Ben Smith
Address: 123 Anytown Road, Nashville TN 37214

* A nonrefundable convenience fee will apply.

Terms and Conditions

This secure service is offered by Value Payment Systems in agreement with your payment entity. All payments are processed immediately and the payment date and time are equal to the time you complete this transaction and receive a confirmation number. If your payment is unable to be processed, your payment liability will remain outstanding and you will be subject to any applicable penalties or interest. These obligations remain your sole responsibility. Value Payment Systems cannot issue refunds once your payment is processed and you receive a confirmation number.

Please make sure you enter and review all information carefully for accuracy prior to completing your transaction. By selecting the Accept Terms button on this page you are agreeing to these Terms and Conditions.

EDIT PAYMENT DETAILS
ACCEPT TERMS & PROCESS PAYMENT

Payment details and and billing information are shown for each payment method. Click Accept Terms & Process Payment to continue.

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PAYMENT
RECEIPT

Account Information

Payment Type: Dog Licenses
Invoice#: 123123
Amount Owed: \$120.00

Payment Details

| | | | |
|--|----------|------------------|--------|
| Amount for card **** 5557: | \$105.00 | Convenience Fee: | \$1.75 |
| Total Charged: | | \$106.75 | |
| Amount for card **** 0060: | \$15.00 | Convenience Fee: | \$1.75 |
| Total Charged: | | \$16.75 | |
| Total amount (with fees) for both payment methods: | | \$123.50 | |

Billing Information

Payment Method 1:
Name: Joe Smith
Address: 123 Main St Nashville TN 37215

Payment Method 2:

Congratulations

Your transaction has been successfully completed.
Your confirmation number is:

4774055

07/26/2018 14:38:23 (CST)

Your payment will post to the amount listed below. Your payment is equal to the time you completed this transaction as shown on the screen. Payments received after 3:00 p.m. Eastern Time will not be processed on the next business day.

Your confirmation email will be sent from confirmation@paylocasign.com. Email reminders will be sent from reminder@paylocasign.com.

Please print this page for your records.

[Print Receipt](#)

When the payments process, a confirmation number will appear and a receipt can be printed. If one of the methods failed to process for any reason, an error message will appear and the failed method will be highlighted with red text.

Account Information

Payment Type: Dog Licenses
Invoice#: 123123
Amount Owed: \$120.00

Payment Details

| | |
|--|----------|
| Amount for card **** 5557: | \$105.00 |
| Convenience Fee: | \$1.75 |
| Total Charged: | \$106.75 |
| Amount for card **** 0060: | \$15.00 |
| Convenience Fee: | \$1.75 |
| Total amount (with fees) for both payment methods: | \$123.50 |

A payment transaction of \$105.00 has been successfully completed and will post to the account. A payment transaction of \$15.00 was not processed.

Billing Information

Payment Method 1:
Name: Joe Smith
Address: 123 Main St Nashville TN 37215

Payment Method 2:
Name: Joe Smith

Payment Details

| | | | |
|--|----------|------------------|--------|
| Amount for card **** 5557: | \$105.00 | Convenience Fee: | \$1.75 |
| Total Charged: | \$106.75 | | |
| Amount for card **** 0060: | \$15.00 | Convenience Fee: | \$1.75 |
| Total amount (with fees) for both payment methods: | \$123.50 | | |

A payment transaction of \$105.00 has been successfully completed and will post to the account. A payment transaction of \$15.00 was not processed.