

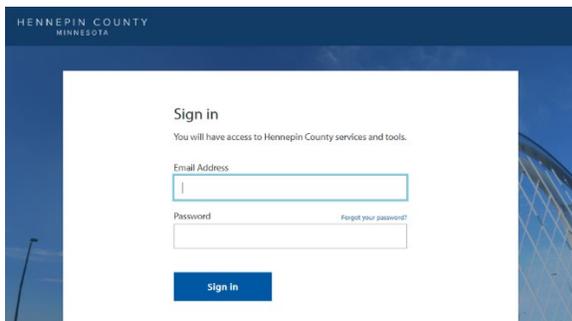
Making a Payment

Overview

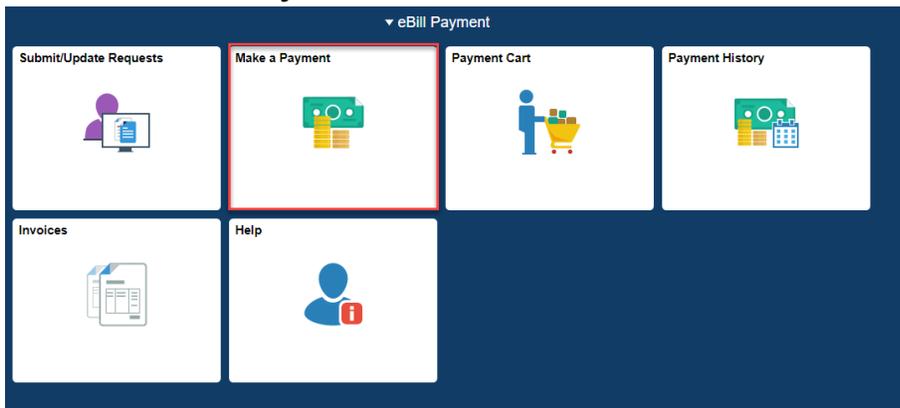
You will receive an email when your invoice is ready to pay. You will log into Hennepin County's secure site to make payment.

Process

1. Go to the Hennepin County online payment system:
https://payment.hennepin.us/psc/fprd/CUSTOMER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL
2. Log into the secure site with your email address and password. Select the **Sign In** button. If you have forgotten your password, select the [Forgot your password?](#) link and follow the prompts to reset it.



3. Select the **Make a Payment** tile.



4. Select **Pay Total Balance** or pay by invoice by clicking **Select Invoice(s)**.

Pay by Balance

	Amount	Currency	Invoice Count
Pay Total Balance	585.00	USD	2
Pay Past Due	585.00	USD	2

Pay by Invoice

Select Invoice(s)

Pay by Statement

Pay Last Statement

5. This example shows the **Pay Total Balance** option. Ensure the **Payment Method** is set to "Online Payment".

6. Review your invoice amounts, then select **Next**.

Invoices to Pay (1) Review and Submit (2)

Next Next

Step 1 of 2: Invoices to Pay
John Smith

*Payment Method: **Online Payment** Payment Amount: 585.00 USD

Invoice / Line	Due Date	Balance	Payment Amount	Currency	Payment Date	Delete
0000000249	08/24/2021	380.00	380.00	USD	08/25/2021	
0000000250	08/24/2021	205.00	205.00	USD	08/25/2021	

7. Review your payment total, then select **Submit**.

Payment Cart

Invoices to Pay (1) Review and Submit (2)

Save Previous Submit

Step 2 of 2: Review and Submit
John Smith

Payment Method: Online Payment

Payment Totals

Payment Amount	Currency	Payment Date
585.00	USD	08/25/2021

8. Select **OK** to confirm your payment amount and proceed to payment information.

Are you sure you want to submit this payment?

OK Cancel

9. Complete the **Payment Information** section and the **Payment Method** section.

Enter Payment Information

All fields are required unless labeled as optional.

First Name <input type="text" value="John"/>	Middle Name <input type="text"/>
Optional	
Last Name <input type="text" value="Smith"/>	Daytime Phone Number <input type="text" value="333-333-3333"/>
ZIP Code <input type="text" value="12345"/>	
Email <input type="text" value="john.smith@yahoo.com"/>	Re-Enter email <input type="text" value="john.smith@yahoo.com"/>

Pay this Amount \$ 585.00

Payment Method

- eCheck eCheck / Bank Account
- VISA Debit Card
- VISA Credit Card
- PayPal
- PayPal Credit
- Venmo Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after.

Current Bill

Account #	HNPBCPBC0000000038
Total Amount Due	\$0.00

10. Select **Continue**.

11. Select the **Pay** button to complete your transaction.

Note: the Total Amount includes a payment processing fee (Paymentus Fee) when paying by any method other than eCheck.

Confirm Payment

Payment Method  *****5454

Payment Date Now (08/25/2021)

Payment Amount	+	Paymentus Fee	=	Total Amount
\$585.00		\$14.57		\$599.57

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

By clicking the **PAY** button, you agree to the service fee charged by **Paymentus** to be added to this payment.

Click the **PAY** button to complete your payment.

Current Bill

Account #	HNPBCPBC0000000038
Total Amount Due	\$0.00

Paymentus

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12. Print your receipt if desired.

 **Payment Receipt**

Your payment has been accepted

Confirmation #	53653203
Payment Type	Payment Bill
Account #	HNPBCPBC0000000038
Status	ACCEPTED
Payment Date	Aug 25, 2021 – 12:43:47 PM
Payment Method	MasterCard *****5454
Payment Amount	\$585.00
Service Fee	\$14.57
Total Amount Charged	\$599.57

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Paymentus

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13. A payment confirmation will be emailed to you from "HennepinCounty-billpay@paymentus.com".

Payment Information for Hennepin County Inbox x

HennepinCounty-billpay@paymentus.com

to me ▾

Dear JOHN SMITH,

We are pleased to confirm your payment with Hennepin County. Below is the summary of your payment transaction. Your payment has been received and will be posted to your account. Thank you for your continued relationship with Hennepin County.

Confirmation number: 53653203
Payment date: Aug 25, 2021, 12:43:47 PM
Payment amount: \$585.00
Paymentus fee: \$14.57
Total amount charged: \$599.57

Payment status: ACCEPTED

Contact Information

First name: John
Last name: Smith

ZIP Code: 55487
Daytime Phone Number: (612) 111-2345
Email: john.smith@yahoo.com

Account Information

Payment type: Payment Bill
Account number: HNPBCPBC0000000038
Payment method: Credit Card

Payment Method Information

Card type: MasterCard
Card number: *****5454
Card holder name: John Smith