

# Make a payment online

This is the procedure for making a payment online.

- After you successfully login and click on the Amusement button, you will be taken to a new window with all your information under various tabs as seen below.

KDA TESTING LLC [COMPANY# 100000]

New Application Applications Inspections Add Rides & Insurance Insurances Add Itinerary Itineraries Rides

Payments **Add Payment**

**ADD PAYMENT**

Amount: 0.00

Payer: KDA TESTING LLC

Posted by: John Doe

Comments:

<input type="checkbox"/> Item	Description	Amount
<input type="checkbox"/> INSPECTION FEE	Ride: AQUASLIDE (WATER RIDES)	75.00
<input type="checkbox"/> INSPECTION FEE	Ride: BIGGIE BOUNCE (AIR INFLATABLES)	50.00
<input type="checkbox"/> INSPECTION FEE	Ride: MEGA BOUNCE (AIR INFLATABLES)	50.00
<input type="checkbox"/> INSPECTION FEE	Ride: PLAYPORT (WOODEN ROLLER COASTER)	300.00
<b>Total Amount (in USD):</b>		0.00

- Look for the “Add Payment” tab and click on it.
- If you owe a payment, you should see the list of items here.
- You can click on each item that you want to pay by clicking on the checkbox beside each item.
- Selecting each item give a running total under Total Amount (in USD) as seen in the screenshot below.

**ADD PAYMENT**

Amount: 175.00

Payer: KDA TESTING LLC

Posted by: John Doe

Comments:

<input type="checkbox"/> Item	Description	Amount
<input checked="" type="checkbox"/> INSPECTION FEE	Ride: AQUASLIDE (WATER RIDES)	75.00
<input checked="" type="checkbox"/> INSPECTION FEE	Ride: BIGGIE BOUNCE (AIR INFLATABLES)	50.00
<input checked="" type="checkbox"/> INSPECTION FEE	Ride: MEGA BOUNCE (AIR INFLATABLES)	50.00
<input type="checkbox"/> INSPECTION FEE	Ride: PLAYPORT (WOODEN ROLLER COASTER)	300.00
<b>Total Amount (in USD):</b>		175.00

- Once you are finished selecting all the items, click “Process” button. You will be directed to a separate website to process your payment.

- Enter your payment information and submit your payment.
- You will receive a receipt by email.

Payments may be made using a credit card or ACH/Electronic payment. Credit card payments made through the portal require a 2.95% processing fee. ACH/Electronic checking payments require a two dollar (\$2) fee.