

Local Agency Instructions on How to Make an Online Payment

1. Go to <https://health.mo.gov/about/online-payment.php>.
2. Scroll to the bottom of the page and click the **Pay Online** link.
3. Click on the **Make a one-time payment** button.
4. On the left hand side of the of the screen is where you will enter information, on the right hand side of the screen is your shopping cart where you can cancel a transaction at any time.
5. For Payment Category choose **WIC and Nutrition Services** from the drop-down menu.
6. For Payment Type choose **Local Agency**.
7. Enter the **Local Agency Name**.
8. Enter the **Local Agency Number**.
9. Enter any information regarding the payment in the **Payment Information** field.
10. Enter the **Payment Amount** by adding the dollars in the first field and the cents in the second field.
11. Click the **Add Item** button. You will see the Shopping Cart update on the right hand side of the screen. It shows the type of payment you are making and the dollar amount. There is a projected fee for making an online payment. The fee varies due to the amount of the payment and whether the payment is being made with a credit/debit card or eCheck. The Add Payment Items area clears for you to enter additional payments. To delete the payment, click on the trashcan icon next to the "Local Agency" in the shopping cart. To cancel the entire transaction, click on the **Cancel Transaction** button at the bottom of the shopping cart.
12. When you have finished entering payment information, click on the **Next Step: Payment Information** button to continue to the Payment Information page.
13. On the Billing Contact Information screen enter: the **Name, Address, City, Country, State,** and **Postal Code** of the local agency location. Enter the **Email Address** of the person who should receive the receipt for the transaction through email. In the **Home Phone Number** field, put the local agency phone number.
14. Click the **Next Step: Add Payment Method** button.
15. Choose the **Credit Card or eCheck** payment option and enter the needed information.
16. Click the **Next Step: Review Payment**.
17. Ensure all the information on this screen is correct. Since the payment method has been chosen the fees are now included in the total on the left hand side of the screen. The shopping cart does not show the fees, just the payment details.
18. You can delete or edit your credit/debit card or eCheck information by clicking on the trashcan or pencil/paper icons. If you delete the payment method information, scroll down to the bottom of the screen and click the **Add Payment Method** button. To edit the payment method information, click on the pencil/paper icon and you are taken back to the Payment Information screen to make changes.
19. Once you are ready to make your payment, check the box at the bottom of the screen indicating you agree with the Payment Terms of Service.
20. Click the **Make Payment** button at the bottom of the screen. If needed, you can cancel the transaction by clicking the **Cancel Transaction** button in the shopping cart.
21. After making the payment, a Thank You for Your Payment page comes up. Please print this page for your records. If you entered an email address, a receipt with the transaction information will be emailed.