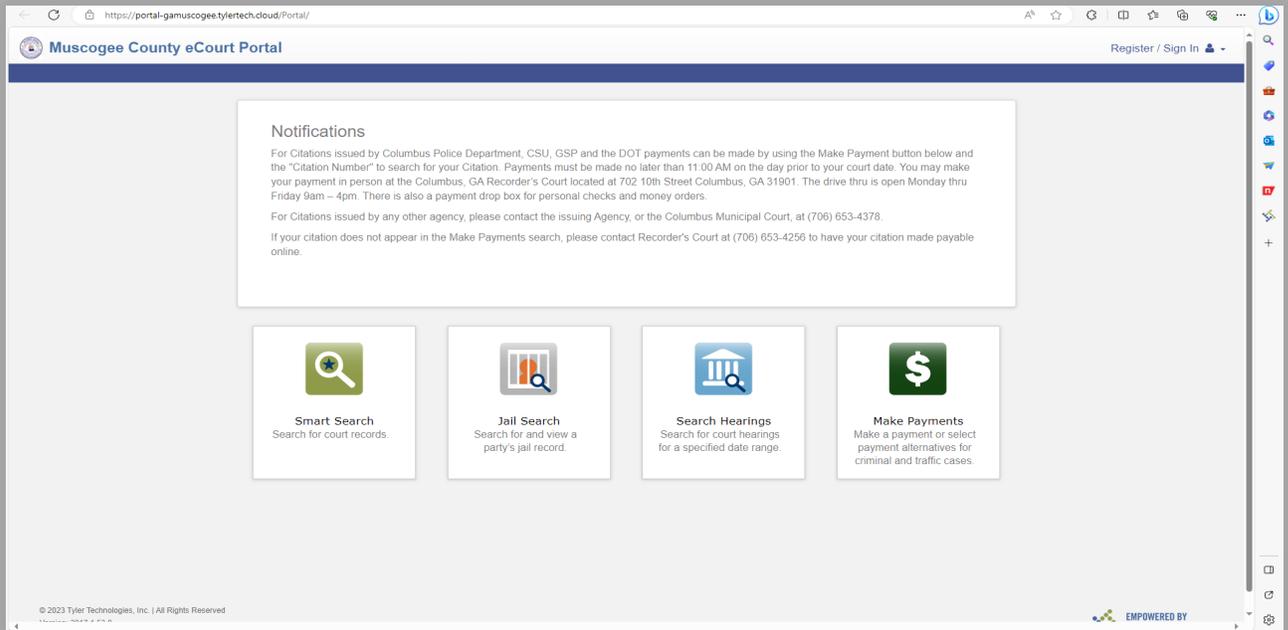
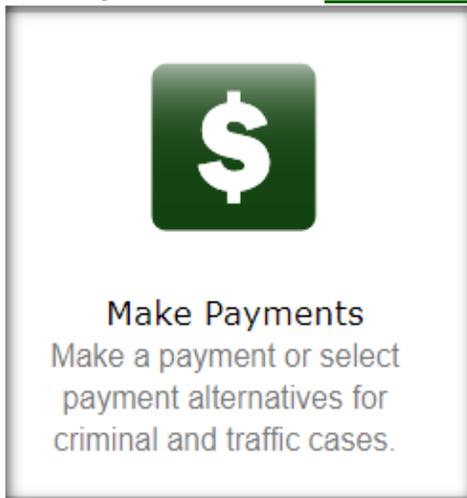


How to make An Online Payment

Visit the web address near the bottom of the citation you were issued, www.columbusga.org/ecourts. The initial page should appear as the picture below:



Next, you will select **Make Payments** below the dollar sign icon.



After selecting, **Make Payments**, the following screen will appear:

Make Payments * Required

Basic Search Options ?

* Select Search Type

* Search by Criteria

Submit

Select the small downward-facing arrow underneath the question mark located on the right side of the screen. A drop-down menu will have options that you can use for your search:

- Citation number
- Case number
- Party Name
- Business Name
- Driver's License

Once you have chosen how you would like to search, you will enter the information required for your search on the line that has ***Search by Criteria**. Enter the information that matches the selection you made to search by for example:

- Citation number- enter the ticket number. (All tickets should begin with a letter and be followed by six numbers CE123456/E123456 and are in the upper right corner)
- Case number- if you know the case number that has been assigned to your citation, you may enter it here.
- Party Name- the name of the person the ticket was given to should be entered.
- Business Name- the name of the business the citation was issued should be entered.
- Driver's License- the driver's license number of the person to whom the citation was issued should be entered.

After you have entered your information, select the **Submit** button. The next screen will have all the information that you previously entered as well as the date the citation was issued, the balance owed, and the total amount due. See the example below.

The screenshot shows a web interface with two tabs at the top: 'Make Payments' (marked with a green '1') and 'Search Results' (marked with a green '2'). A 'Print' button is in the top right corner. The main content area is titled 'Search Results' and contains a table with the following data:

<input type="checkbox"/>	Citation/Case Number	File/Citation Date	Name	Balance
<input type="checkbox"/>	M123456	9/18/2023	Mctester, Testy	\$770.00

Below the table, there is a pagination control showing '1' in a box, '25' items per page, and '1 - 1 of 1 items'. To the right, a summary shows 'Subtotal: \$0.00' and 'Total Amount: \$0.00'. A blue 'Continue' button is located at the bottom right.

Select the small box next to the citation number and a checkmark will appear in the box as well as the actual total which now includes the convenience fee for paying online.

This screenshot shows the same 'Search Results' page, but with the selection box checked. The table data is:

<input checked="" type="checkbox"/>	Citation/Case Number	File/Citation Date	Name	Balance
<input checked="" type="checkbox"/>	M123456	9/18/2023	Mctester, Testy	\$770.00

Below the table, the description '40-6-15 - KNOWINGLY DRIVING MOTOR VEHICLE ON SUSPENDED, CANCELED, OR REVOKED REGISTRATION' is visible. The pagination control remains the same. The summary on the right now shows 'Subtotal: \$770.00', 'Convenience Fee: \$18.40', and 'Total Amount: \$788.40'. A blue 'Continue' button is at the bottom right.

Now select **Continue**.

The next screen should show your total (again, with fees included) and a disclaimer. Please select the small box next to I agree to the Terms and Conditions and a small check mark will appear. Select **Add Payment Details** to go to the next step, where you will be able to give your credit /debit card information.

Citation/Case Number	Name	Balance	Minimum Due	Amount to Pay
RC2023CR016532	Mctester, Testy	\$770.00	\$770.00	\$ 770.00

Subtotal:	\$770.00
Convenience Fee:	\$18.40
Total Amount:	\$788.40

Disclaimer

I agree to the Terms and Conditions

Please enter the correct information that appears on your credit/debit card in the appropriate places. The total amount listed at the top should be the same amount as on the previous pages. Please make sure that what you have entered is correct and select [Continue](#) at the bottom right of the page.

The screenshot shows the Muscogee County eCourt Portal payment interface. At the top left, it says "Muscogee County eCourt Portal" and at the top right, "Register / Sign In". The main content area is titled "Transaction Summary - Total Amount: \$788.40" and includes a warning: "After clicking Process Payment, please do not click the Back button, Cancel button or refresh the page. You will be automatically redirected after your payment is processed." Below this is the "Cardholder Information" section, which instructs users to enter information as it appears on the cardholder account. The form includes fields for Card Type, Card Number, Exp Month (MM), Exp Year (YYYY), CVV Code (with a "CVV Help" link), Name on Card (with a "Maximum of 30 characters" note), Address Type (radio buttons for US and Foreign), Address Line 1 (with a note "Street address, P.O. box, company name, c/o"), Address Line 2 (with a note "Apartment, suite, unit, building, floor, etc."), City, State, and Zip Code. At the bottom of the form are "Cancel" and "Continue" buttons. The footer contains the copyright notice "© 2023 Tyler Technologies, Inc. | All Rights Reserved. Version: 2017.1.53.9" and the "EMPOWERED BY TYLER TECHNOLOGIES" logo.

The last page should be your receipt which can be printed for your records. After viewing and/or printing your receipt and confirmation please contact Recorder's Court to ensure your payment has been received in our system or if you have any questions at (706) 653-4256.