

CITY OF NORTH CHARLESTON ONLINE PAYMENT INSTRUCTIONS FOR POLICE CONFERENCE

1. GO TO THE CITY'S WEBSITE AT WWW.NORTHCHARLESTON.ORG
2. CLICK ON THE GOVERNMENT TAB
3. CLICK ON THE FINANCE WEBPAGE
ULTIMATELY YOU SHOULD BE AT (YOU CAN ACTUALLY PLACE THIS IN YOUR BROWSER)
WWW.NORTHCHARLESTON.ORG/GOVERNMENT/FINANCE
4. CLICK ON THE ONLINE PAYMENTS BOX IN BLUE
5. CLICK ON THE BOX ENTITLED ONLINE AUCTION PAYMENTS
6. HERE IT ASKS YOU TO FILL IN SOME FIELDS. IN THE BOX REQUESTING:
SELECT A PAYMENT TYPE, PLEASE SELECT PROCUREMENT-OTHER
IN THE BOX REQUESTING TELEPHONE NUMBER, PLEASE LIST THE BEST TELEPHONE
NUMBER TO CONTACT THE PERSON COMPLETING THE ONLINE PAYMENT
7. CLICK CONTINUE
8. YOU SHOULD BE AT THE "ENTER PAYMENT INFORMATION" PAGE
 - A. IN THE FIRST NAME BOX, PLEASE LIST THE NAME OF THE CARD HOLDER
 - B. IN THE MIDDLE NAME (WHICH IS OPTIONAL), WE SUGGEST YOU LIST "CPI
CONFERENCE"
 - C. IN THE LAST NAME BOX YOU CAN PLACE ANY OTHER IMPORTANT INFORMATION
FOR VERIFICATION PURPOSES
 - D. COMPLETE THE REST OF THE INFORMATION BY PROVIDING YOUR TELEPHONE
NUMBER & EMAIL ADDRESS
 - E. UNDER THE PAYMENT COMPONENTS SUBCATEGORY, WHERE PAYMENT TYPE IS
LISTED AS PROCUREMENT-OTHER ALONG WITH YOUR TELEPHONE NUMBER,
PLEASE COMPLETE THE BOX ENTITLED PAYMENT AMOUNT WITH THE AMOUNT OF
YOUR TOTAL INVOICE
 - F. SELECT PAYMENT METHOD. COMPLETE CARD INFORMATION AND CARDHOLDER
NAME BOX THAT POPS UP
9. CLICK CONTINUE
10. THE NEXT PAGE IS REQUESTING AUTHORIZATION OF THE TRANSACTION. CLICK THE
BOX THAT YOU AGREE AND THE BLUE BOX WITH THE PAYMENT AMOUNT YOU HAVE
AUTHORIZED
11. THE FOLLOWING PAGE THAT SHOWS UP AFTER THE PAYMENT PROCESSES WILL
ALLOW YOU TO PRINT YOUR RECEIPT FOR YOUR RECORDS
12. YOU SHOULD ALSO RECEIVE AN EMAIL TO THE EMAIL ADDRESS YOU INPUTTED GIVING
YOU CONFIRMATION OF PAYMENT.