

# City of Huntsville Online Payment Processing

**Payment Amount:** Enter the Payment amount

**Enter Payment ID:** Identifies what you are Paying, example (document number, case number, Ticket Number., etc.)

**Enter Memo:** Additional information regarding this payment.

Click **Continue:**

The screenshot shows the 'CREATE PAYMENT' form on the City of Huntsville Online Payment Gateway. The form is titled 'CREATE PAYMENT' and includes a note: '\*Indicates required entry' and 'Do not use browser buttons to navigate, may cause payment error.' The form is divided into three sections: 'ACCOUNT', 'PAYMENT', and 'ENTERED BY'. The 'ACCOUNT' section has a dropdown menu set to 'HUNTSVILLE MUNICIPAL'. The 'PAYMENT' section has a 'Payment Amount' field with '15.00' and a 'Swipe?' checkbox. The 'ENTERED BY' section has a dropdown menu set to 'OnlineSystem'. A 'Continue' button with a right arrow is circled in red, and a red arrow points to the 'Payment ID' field.

**CREATE PAYMENT**  
\*Indicates required entry  
Do not use browser buttons to navigate, may cause payment error.

**ACCOUNT**  
HUNTSVILLE MUNICIPAL  
Complete payment entry and click continue to proceed.

**PAYMENT**  
\*Payment Amount: 15.00  Swipe?  
Payment ID: Identifies what it is you are paying for  
Memo: Additional information regarding this payment  
\*Entered By: OnlineSystem

**Continue** Click to continue payment processing

Review the information if it is correct click **PayNow** .

If the information on the screen below is not correct click, **Return to Payment**.

**Do not** use the **Browser buttons** to navigate, may cause payment error.

City of Huntsville Online Payment Gateway

Notice: Upon clicking the PayNow button you will be leaving the City of Huntsville website and transferred to the Forte Payment Systems Network.

\*Do not use browser buttons to navigate, may cause payment error.

Review payment and click PayNow

Credit Card	
Amount:	\$1.00
Service Fee:	\$1.95
Total Amount:	\$2.95

[Return to Payment](#) [PayNow](#)


## Fill in the Payment Method, and Billing information

1<sup>st</sup>. Enter your credit card number

2<sup>nd</sup>. Enter the expiration date of your credit card

3<sup>rd</sup>. Enter the three digit security number on the back of your credit card.

4<sup>th</sup>. Enter the billing information, Please fill in these fields completely.

**\*\*\*\* Please Note: First and Last name is required and If you make changes or add info in a field you must tab out of the field before the  button will become active.\*\*\*\*\***

and click 

**HUNTSVILLE BUSINESS LICENSE WEB**

Payment Method

\*\*\*\*\*1111 09 2015 123

VISA MasterCard DISCOVER American Express Diners Club JCB

Billing information United States

Testing

First and Last Names Required

Address line 1 First and last name

Address line 2

City


Postal code Phone number

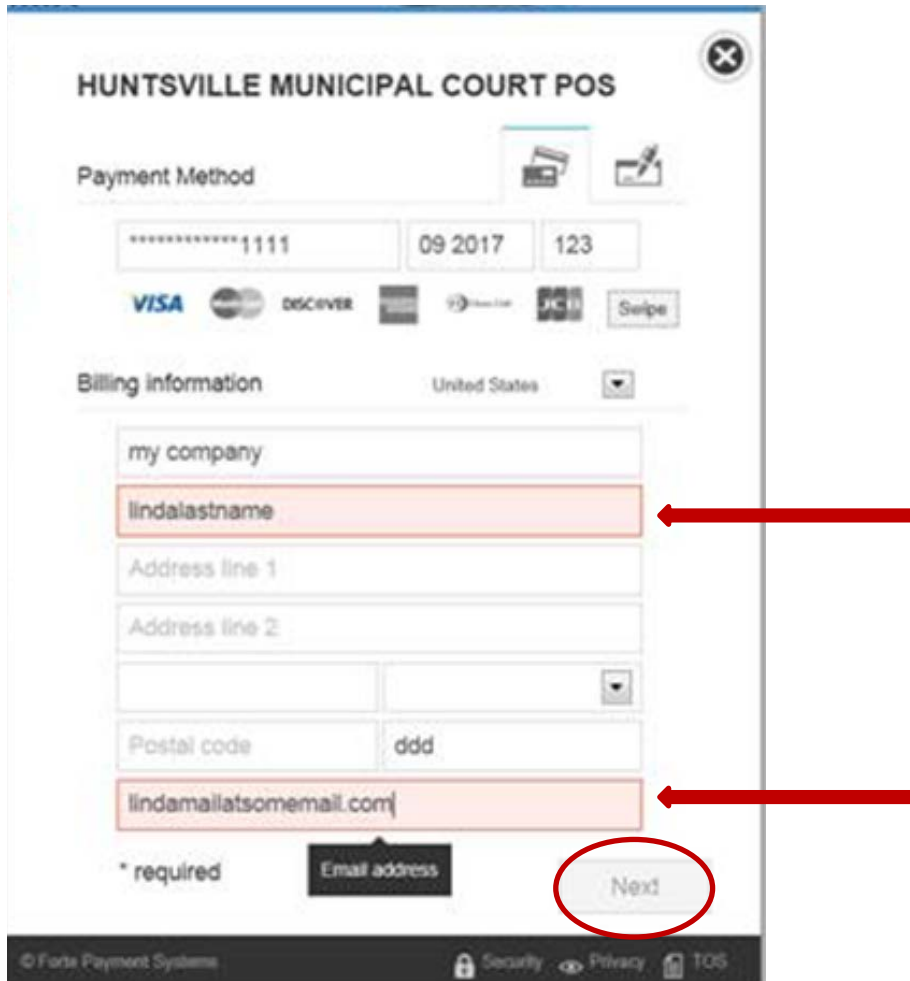
Email address

Next

© Forte Payment Systems Security Privacy TOS

**NOTE:** If you see the screen example below with red boxes around a field that means the information in that field needs to be corrected. In the name field there should be a space between first and last names to correct add a space. In the email field below there is not a valid email address. Correct the email address and click out of the field.

When all issues are corrected you will see the  button available to click.



**HUNTSVILLE MUNICIPAL COURT POS**

Payment Method

\*\*\*\*\*1111 09 2017 123

VISA Discover American Express JCB Swipe

Billing information United States

my company

**lindalastname**

Address line 1

Address line 2

Postal code ddd

**lindamailatsomemail.com**

\* required

Email address

**Next**

© Forte Payment Systems Security Privacy TOS

Review the information and click

Authorize

**HUNTSVILLE BUSINESS LICENSE WEB**

Payment Information Edit

**VISA** City Of Huntsville Test  
Mr. Test  
Visa Credit Card - 1111  
Exp. 09/2015

Amount Summary

Sub-Total:	\$85.00
Service Fee:	\$2.13
Amount:	\$87.13

**Authorize**

© Forte Payment Systems [Security](#) [Privacy](#) [TOS](#)

**Please Note:** Once your transaction has completed a page with the option to print your receipt will be displayed.