NJMCdirect - ACS Time Payment Orders Release Notes
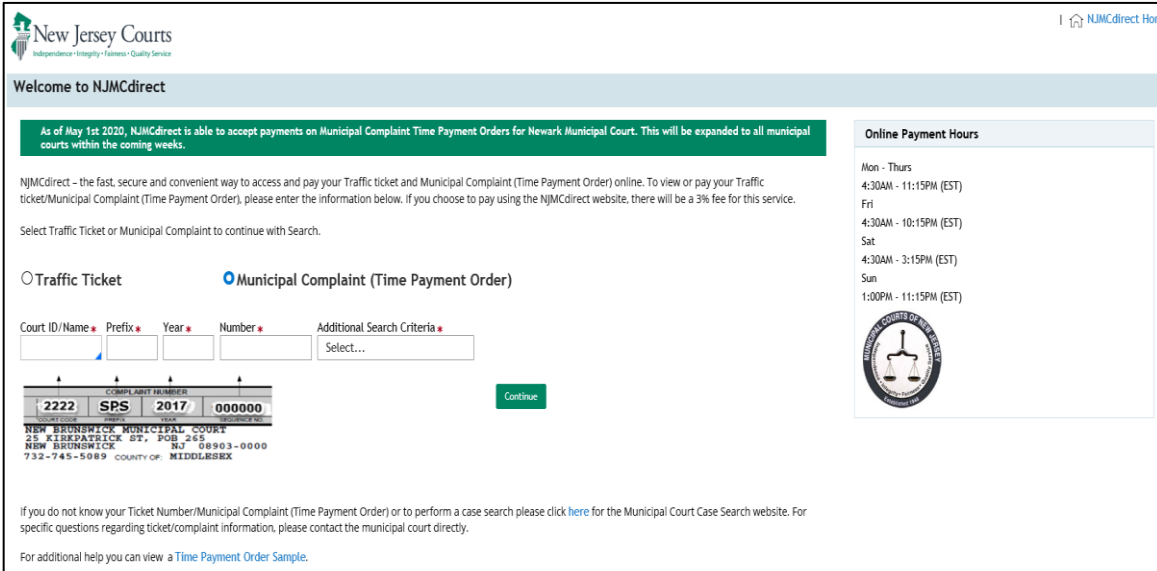
May 11, 2020

NJMCdirect

ACS Web Payments

To process a web payment on a Municipal Complaint Time Payment Order:

1) Access NJMCdirect (www.njmcdirect.com).
2) Select **Municipal Complaint (Time Payment Order)**.

3) Enter the complaint information.
4) Users must select an **Additional Search Criteria** and enter the appropriate information based on their selection.

- Last Name / Business Name. Minimum of 3 characters are required for a name search.

- Defendant Zip Code

5) Click **Continue**.
6) The complaint information will display.   Users have the option to Pay Total Outstanding Balance or Pay other amount.

   - NOTE: If the complaint has multiple offenses, only the first offense will display.

7) Click **Continue**.

8) The Time Payment Order information will display. A 3% Service Fee will be added to the Penalty Amount.
9) Click **Pay Now**.

Pay Time Payment Order

Time Payment Information

Please click on 'Pay Now' to make the payment.

Time Payment Order	Defendant	Complete Payment Date Due	Penalty	Service Fee	Payment
S 2020 000047	NJMC DIRECT	08/06/2020	$25.00	$0.75	$25.75

Remaining balance after this transaction: **$158.00**

There is a 3% fee for this service.
Clicking 'Pay Now' will redirect you to NICUSA's website for secure payment.

Back   Pay Now

10) The Transaction Summary will display. Complete the payment information and click **Next**.

11) Review the payment information and click **Submit Payment**.

12) The payment processing window will display. Please do not close your window or browser while the payment is being processed.

Please Wait

Your payment is being processed.

Please do not close your tab or window, and please do not use your browser's Back button.
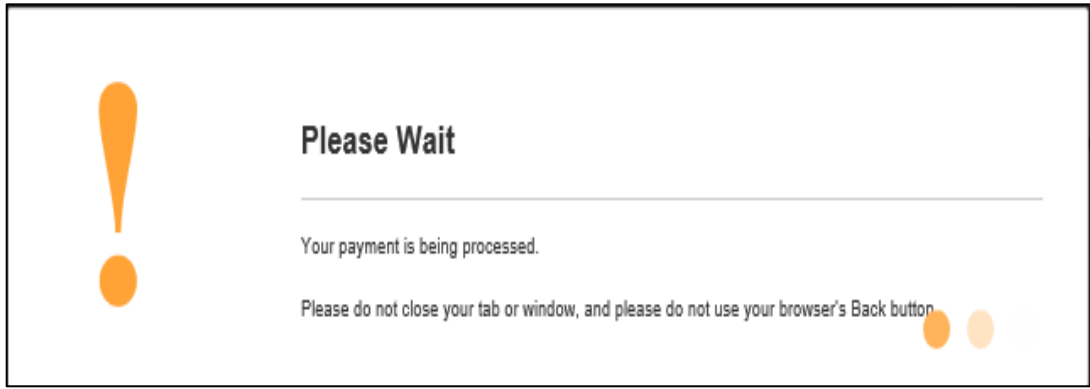
13) The Time Payment Confirmation will display.

New Jersey Courts
Independence • Integrity • Fairness • Quality Service

Time Payment Confirmation

Thank you.

Your credit card has been charged in the amount of **$25.75** and your confirmation number is **53402840**.
The payment will be posted to your Time Payment Order within 1 hour. Please print or retain this information for your record.
If you have any questions regarding this payment, please contact the municipal court.

Time Payment Order	Defendant	Complete Payment Due Date	Penalty	Service Fee	Payment
S 2020 000047	NJMC DIRECT	08/06/2020	$25.00	$0.75	$25.75

Credit Card Information

Total Payment:	$25.75
Credit Card Number:	XXXX-XXXX-XXXX-1111
Payment Date:	05/01/2020
Confirmation Number:	53402840

There is a 3% fee for this service.

Print Receipt   New Search

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Receipt

To print a copy of the receipt:
1) From the Time Payment Confirmation window, click **Print Receipt**.

2) A copy of the receipt will display for printing.

Non-TPay

Only Municipal Complaints on a Time Payment Order are eligible for payment using NJMCdirect.

- NOTE: NJMDCdirect will be enhanced in the future to include payments for Municipal Complaints that are not on a Time Payment Order

Delinquent

If the User selects Pay other amount, an informational message will be displayed indicating that the account may become delinquent if the amount paid is less than the Amount Per Payment.

Payment Notification

Users will receive a notification when attempting to process an additional payment (when the original payment is being processed).

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