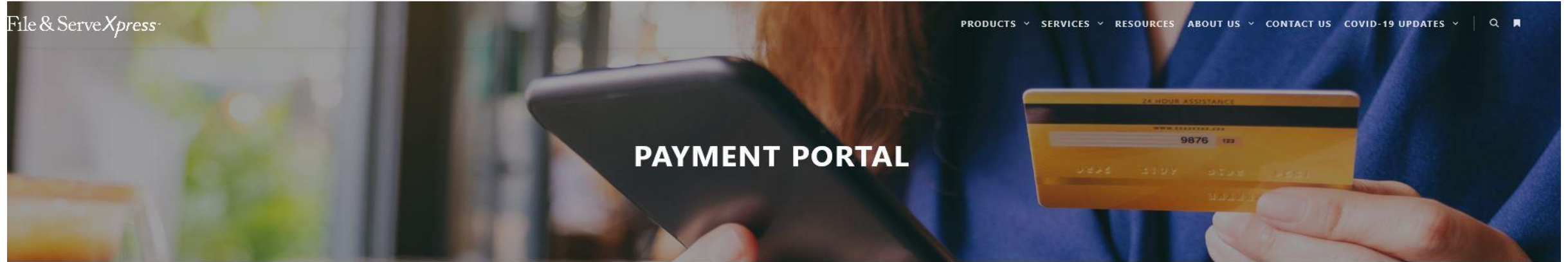


File & Serve *Xpress*™

Payment Portal



Launch Page



WELCOME TO THE FSX PAYMENT PORTAL!

We are pleased to offer our clients the option to pay their invoices online via credit card or with a checking/savings account.

To get started you will need your **Account ID**, **Invoice number** and **Firm name** as they are **required fields**. You may locate those details on your invoice. The [FSX Payment Portal Guide](#) will help you find it on your invoice.

The site is very user friendly. You will be able to edit your information throughout the transaction as well as the total amount to be charged. Once you have completed your transaction, a receipt will be provided that you may print for your records. The email address provided under the Customer Information will receive the same receipt. It is important to note: *all transaction/service fees are non-refundable*.

When you use the service the following transaction/service fees will be assessed: \$1.00 per transaction plus 2.6% of the total to be paid will be charged when using a credit/debit card. If the checking/savings account option is chosen, only the \$1.00 transaction fee will be assessed.

Thank you for being a valued client! We appreciate your business.

Ready to pay your invoice online?

[FSX Payment Portal](#)

HELPFUL LINKS

- ▶ [FSX Payment Portal - Important Fields Guide](#)
- ▶ [Answers to your Top 10 Billing Questions - FAQs](#)
- ▶ [Contact Us](#)

Step 1 - Select Items

- » Select the Product from dropdown
- » Enter required fields (*)
- » Add Note (Optional)
- » Enter Unit Price
- » Add Another Item allows entry of multiple transactions within a single payment.
- » RED X allows for the line item to be deleted.
- » Clicking next moves to Step 2 – Customer Information.

NOTE: Transaction Summary shows the total to be charged including service fees of \$1 + 2.6% of amount to be paid.

File & ServeXpress™
Payment Portal

powered by **NiC**

Help

1 Select Item(s) 2 Information 3 Payment 4 Submit Payment

Select Transaction Item(s)

Transaction Item	Unit Price	Quantity	Amount	
File & ServeXpress Invoice Payment	\$ 25.00	1	\$ 25.00	X
* Account ID	24867			✓
* Invoice Number	20963434			✓
* Firm Name	/ Offices of John Smith			✓
Add Note	ise # 2019DRB000419			✓
Add Another Item			TOTAL >	\$ 25.00 ✓

Next >








Transaction Summary

File & ServeXpress Invoice Payment	\$25.00
NIC Services Admin Fee	\$1.63
Total Amount	\$26.63

Step 2 – Customer Information

- » All fields are required (*)
- » Clicking Next moves to Step 3-Payment Information.

Customer Information

First Name * 	Last Name * 
<input type="text" value="Lisa"/>	<input type="text" value="Stewart"/>
Address * 	Address 2
<input type="text" value="5858 Any Street"/>	<input type="text"/>
Country * <input type="text" value="United States"/>	ZIP/Postal Code * 
<input type="text" value="United States"/>	<input type="text" value="75062"/>
City * 	State * 
<input type="text" value="Irving"/>	<input type="text" value="TX - Texas"/>
Phone Number * 	Email Address *
<input type="text" value="972-801-7466"/>	<input type="text" value="lstewart@fileandserve.com"/>

[Next >](#)

NOTE: Transactions Items may still be edited at this time.

Step 3 – Payment Information

- » All fields are required (*)
- » If “Payment Address is the same as Customer Address” box is checked, entering those fields is not required.
- » If the Payment Address is the same as Customer Address checkbox is unchecked, those fields will appear on the tab and will be required.
- » Clicking Next moves to Step 4-Submit Payment





NOTE: Transaction items may still be edited at this time.

NOTE: Customer Information may still be edited at this time.

Payment Information

Credit/Debit Card Checking/Savings Account

Credit Card Type

Credit Card Number *

4111111111111111

Expiration Month * 11 - November

Expiration Year * 2022

Name on Card * Lisa Stewart

Security Code * 137

[What is this?](#)

Payment Address is the same as Customer Address

[Next >](#)

Step 3 – Banking Information

- » All fields are required (*)
- » Clicking the Checking/Saving tab allows payment to be processed through a financial institution without incurring credit card processing fees. One total charge of \$1 will apply to the transactions.
- » Clicking Next moves to Step 4-Submit Payment

NOTE: Transaction items may still be edited at this time.

NOTE: Customer Information may still be edited at this time.

Payment Information

[Credit/Debit Card](#) **Checking/Savings Account**

Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT")

Name on Account *

Routing Number * Bank Name
[Where can I find this?](#)
Account Number * Verify Account Number *
[Where can I find this?](#)
 Checking Savings Personal Business

Payment Address is the same as Customer Address

[Next >](#)

Step 4 – Submit

- » Final review step prior to submitting payment
- » All entries can be Edited
- » Transaction Summary Total Amount includes service fees.
- » Clicking Submit charges the credit card entered. No refunds will be given for those fees.

File & ServeXpress[™]
Payment Portal

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1 Select Item(s) 2 Information 3 Payment 4 Submit Payment

Select Transaction Item(s)

[Edit](#)

Transaction Item	Price	Quantity	Total
File & ServeXpress Invoice Payment	\$ 25.00	1	\$ 25.00

Account ID: 24867

Invoice Number: 20963434

Firm Name: The Law Offices of John Smith

Add Note: Case # 2019DRB000419

Customer Information

[Edit](#)

Address: Lisa Stewart, 5858 Any Street

Country: United States

Phone Number: 972-801-7466

Email Address: lstewart@fileandserve.com

Payment Information

[Edit](#)

Credit Card: *****1111, Exp. 11/2022

Name on Card: Lisa Stewart

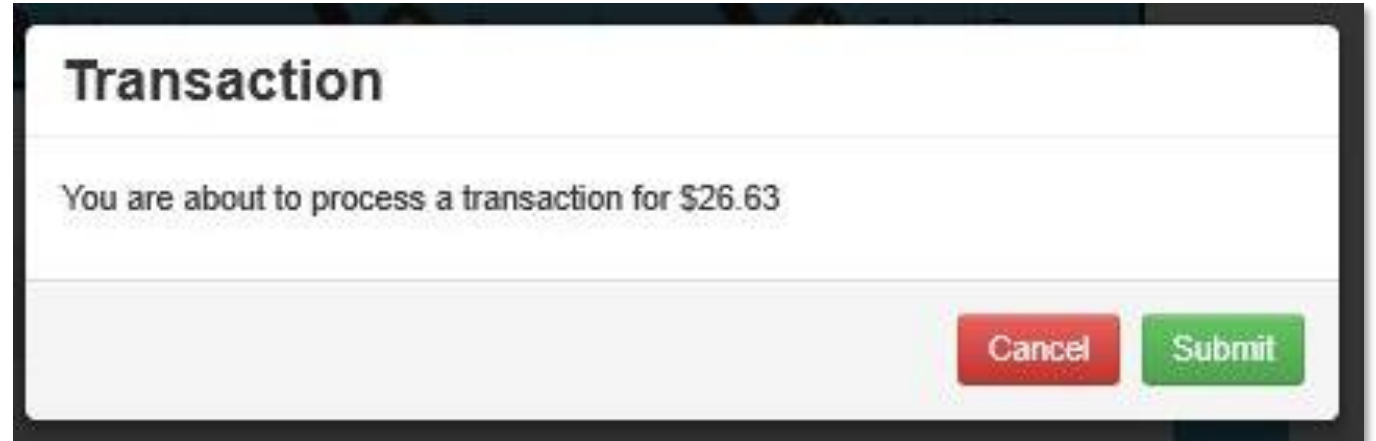
[Submit Payment](#)

Transaction Summary

File & ServeXpress Invoice Payment	\$25.00
NIC Services Admin Fee	\$1.63
Total Amount	\$26.63

Final Verification

- » Clicking Submit will charge the credit card or process through the designated banking institution.
- » Transaction is complete.



Receipt

- » Receipt provided online when processing complete
- » Email with exact information/format is sent to the email address entered in Customer Information.

NOTE: Credit Card / Banking Information is not stored with FSX or NIC and cannot be pulled up for verification.

Your Receipt

PURCHASE RECEIPT

FSX Invoice Payment Portal

123 Main St
Austin TX 11111
(123)123-1233
help@fileandserve.com
OTC Local Ref ID: 408654
7/14/2020 03:50 PM

Status: **APPROVED**
Customer Name: Lisa Stewart
Type: Visa
Credit Card Number: **** * 1111

Items	Quantity	TPE Order ID	Total Amount
File & ServeXpress Invoice Payment	1	54795654	\$25.00
Account ID: 24867			
Invoice Number: 20963434			
Firm Name: The Law Offices of John Smith			
Add Note: Case # 2019DRB000419			
Total remitted to the FSX Invoice Payment Portal			\$25.00
NIC Services Admin Fee	1	54795654	\$1.63
*****Test Receipt Total label*****			\$26.63

Thank you for your payment.

[Go Back](#)