



Steps to Pay in E-File

Steps to Pay via the **Payment Summary** tab in E-File:

Government Agency Filing?

1. Check box to indicate Filing on behalf of a government agency
2. Select **Agency** from list
Note: Agencies that defer payment receive a monthly invoice.

Credit Card Filing?

3. Select a **Payment Action** radio button
 - Select **One Time Payment** to manually enter a credit card
 - Select **Selected Account** to the process payment with a stored credit card
TIP: Store Credit Cards via Account → Manage Credit Cards
WARNING: \$0.05 Stored Credit Card Service Fee, per use.
4. Select a **Payment Type** radio button for One Time Payments
 - Select **Visa** to manually enter a Visa credit card
 - Select **MasterCard** to manually enter a MasterCard
 - Select **Discover** to manually enter a Discover credit card

Payment Summary

5. Click **View Payment Detail** button (Optional)
6. Click **Close** button

Refund Policy

7. Check box to agree to no refunds
8. Click **File and Pay** button

Payment Submission

9. Enter/Review **Billing Information**
10. Enter/Review **Payment Details**
11. Click **Pay** button

Payment Summary

Government Agency

Filing on behalf of a government agency

Agriculture
Attorney General
Auditor
Bureau for Child Support Enforcement
Bureau of Senior Services
Charged, Billed Later
Charged, Billed Now

Payment Type

One Time Payment Selected Account

Visa MasterCard Discover

Payment Summary

Payment Amount: \$281.00
Credit Card Service Fee: \$11.24
Stored Credit Card Fee: \$0.05
Total Charges: \$292.29

[View Payment Detail](#)

Important: Please review all of the information that you have entered. After you click "File and Pay" no refunds will be made.

I agree with no refund policy.

[Back](#) [File and Pay](#)

West Virginia E-Filing

Billing Information

First Name *
Last Name *
Address Line 1 *
City *
Country/Region * United States of America
State/Province * West Virginia
Zip/Postal Code *
Phone Number
Email *

Fee	Amount
General Civil Case: Filing Fee for Plaintiffs or Petitioners	\$200.00
Circuit Clerk - Certified Mail - Including Copy Fee	\$23.00
Sheriff - Including Copy Fee	\$28.00
HB2980 Fee	\$30.00

Payment Details

Card Type * VISA Visa Mastercard DISCOVER Discover

Card Number *
Expiration Date *
CVN * This code is a three or four digit number printed on the back or front of credit cards.

[Cancel](#) [Pay](#)