Kiosk Retail Payments

Quick Reference Guide

Administrative Office of the Courts 1001 Vandalay Drive Frankfort, KY 40601 (502) 782-8699



Legend:	Look for <i>Helpful Hints</i>	Bold Text = Action	Bracketed Text<> = button or link
	Click=Select w/ Mouse or Touch Pad	Italicized Text = Object of Action	Single Quotes = Description

Step Objective Action

Retail Payments: You may pay your court fines and cost at participating retailers across the state. To use these locations, you must pre-register and receive a customer ID and barcode. If you wish to pay on more than one case, you will need a separate ID/barcode for each. The balance of your fines and cost must be paid **in full** at least two days prior to the court date.

1	Navigating to CashPayToday	1.	<section-header>A can be called a ca</section-header>
2	Login or register new account	1. 2. 3. 4.	Click <login>. If you already have an account, skip to step 3 'Add Recipient.' Click <register now="">. Enter a new username and password. Enter all required information, then click <confirm-update>. Consumer Registration Form for VanillaDirect Barcobe Payment Service: VanillaDirect Pay® is provided by InComm Financial Services California, loc. and by InComm Financial Services, loc. (NMLS# 9179), which is lacensed as a Money Transmitter by the New York State Department of Financial Services. Terms and conditions aper. WARNING!!! This is YOUR Registration and NOT the Information of the Recipient. If you use the Recipient name we may lock the court and yoil Deposits you make. Due to stake a phone Number for your Registration. One phone number for Each Persons registration, multiple people we not stake a phone number. . User name </confirm-update></register></login>
3	Add recipient	1. 2.	Click <add recipient="">. Choose a facility (County) from the menu.</add>

For additional questions, please contact Support Services at (502) 573-2350 ext. 50109

		3.	Enter Case# (must include hyphens and leading zeros ex: 23-T-00006) then
			click <create>.</create>
			Add Recipient
			Recipient/Case Registration
			Change Earliity
			<pre>Choice receiving</pre>
			Enter Recipient or Case#
			Create
		4.	Verify the recipient information, then click <confirm>.</confirm>
			Confirm recipient
			BY CLICKING ON "CONFIRM" BUTTON YOU AGREE THIS IS THE CORRECT RECEIPIENT YOU WOULD LIKE TO MAKE DEPOSITS TO. Date of Birth ONTERING
			Valueters Facility Name Fayette County Court - KY AOC
			First Name Al
			Capre Current Maximum Deposit Amount \$ 177.00
			You will receive a velocime email with an attached PDF file. If you would like your account registration and barcode sent to your smartphone click on the check box below. Send by Text Message: Yes, Lonsent to have my registration sent to me through an autofailed text by Cash Yay Today/Access Corrections to my CELL phone number listed above. Lunderstand and agree that canded to and data notes wave have and that on sensanes end to messanes end to fine Lengent my referition.
			Confirm
4	Retrieve payment	1.	Click on <i>Consumer ID</i> to retrieve <i>Barcode Payment Slip</i> by email or text
	barcode using website		message.
		2.	Click <recipient name=""> to print. A new browser window will display.</recipient>
			Click on "Consumer ID" to retrieve Barcode Payment Slip to be sent by email or text message. Click on "Recipient/Case" for it to show in new browser window. ALL locations use PRINTED OR MOBILE barcodes only.
			Consumer ID Recipient Name Recipient/Case# Max Deposit Facility Prior Payments Remove 205783300816 EUZARETH (LANNE 23-T-00051 \$177.00 FAVETTACKACC In ensersy
			Add tu Cooge Walter
			See registration email to add to your Wallet Apple uzers dick. "Add" button on top ifght of screen when wallet opens
		3.	Print barcode from browser screen.
			🖬 VanillaDirect
			Consumer Name: Peny Mason ID 2020113 Recipient/Case Al Acason ID 8475409 Purpose: Issued Thurdys, January 19, 2023 - Does Net Expire
			COURSELCTIONS Deposit amount of \$10.00 to \$900.00 Consume Transaction Fee: \$395. Fee subject to change. ID MAY BE REQUIRED
			Vanilla Direct Pay® Terms: By accepting or using this barcode to make a payment, you agree to the full terms and conditions, available at www.wanilladirect.com/pay/terms After successful payment using this barcode, you may retrieve your full detailed ereceipt at payvanilladirect.com/execipt. Vanilla Direct Pay® E-Receipts.
			DOLLAR GENERAL FAMILY DOLLAR CVS Whilerens PRITE
			Compared and the second
			Family Dollar MAXIMUM 5900.00 PER RYWENT. CASH ONLY CVS MAXIMUM 5999.00 PER PAYMENT. CASH ONLY
5	Search for payment	1.	Return to the <i>Cash Pay Today homepage</i> , then click <search locations="">.</search>
	locations	2.	Enter your zip code, address, or city then click <search>. All locations use</search>
			mobile or paper barcodes.
		3.	Click the desired location balloon for address information.
		4.	Provide barcode to cashier and let them know you are making "Vanilla Direct
			<i>Pay</i> " payment when checking out.