

Kiosk

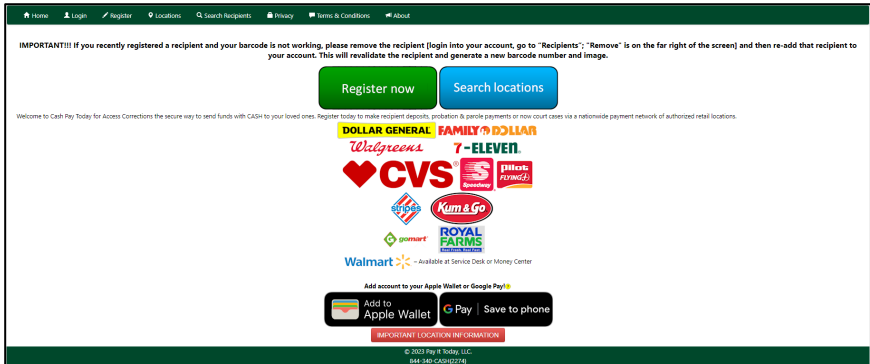
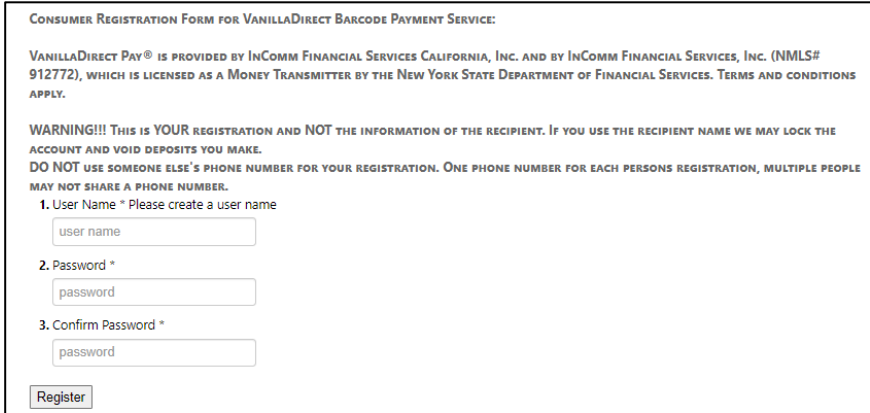
Retail Payments

Quick Reference Guide

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



Legend: Look for *Helpful Hints* 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
<p>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.</p>		
1	Navigating to CashPayToday	<p>1. Navigate to http://www.cashpaytoday.com/</p> 
2	Login or register new account	<p>1. Click <Login>. If you already have an account, skip to step 3 'Add Recipient.'</p> <p>2. Click <Register Now>.</p> <p>3. Enter a new username and password.</p> <p>4. Enter all required information, then click <Confirm-Update>.</p> 
3	Add recipient	<p>1. Click <Add Recipient>.</p> <p>2. Choose a facility (County) from the menu.</p>

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>**.

4. **Verify the recipient information, then click <Confirm>**.

4 Retrieve payment barcode using website

1. **Click on Consumer ID** to retrieve *Barcode Payment Slip* by email or text message.
2. **Click <Recipient Name>** to print. A new browser window will display.

3. **Print barcode from browser screen.**

5 Search for payment locations

1. **Return to the Cash Pay Today homepage**, then **click <Search Locations>**.
2. **Enter your zip code, address, or city** then **click <Search>**. All locations use 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 Pay*” payment when checking out.