ADA COUNTY MISDEMEANOR PROBATION

Credit Card Payment Instructions

Please note that unless you have a court order reducing your payment amount, you will be required to pay \$75 monthly for your supervision fees.

- 1. Navigate to https://www.officialpayments.com
- 2. Click on the "Local Payments" link



- 3. Select the following information from the drop-down boxes:
 - a. State: Idaho
 - b. Payment Entity: Ada County Misdemeanor Probation
 - c. **Payment Type:** Supervision Fees
- 4. Click on the "Make A Payment" button



- 5. On the next screen, you will need to enter the amount you wish to pay and select the type of card you'll be using for payment. Once you have filled out this information, click the "Continue" button.
- 6. Please read through the payment terms and conditions, and make special note of the credit card processing fee of \$2.75. This fee is charged by Official Payments, and no portion of the fee is received by Misdemeanor Probation, or Ada County. If you agree to the terms, conditions, and processing fee, click the "Accept" button.
- 7. You can now either create an account, or continue as a guest. If you continue as a guest, you will need to enter your payment information every time you make a payment. Select your choice, and you will be taken to the next screen.
- 8. Please fill out the required information on this page. The MID number is your Misdemeanor ID and is assigned by the Misdemeanor Probation office. If you forget your MID, or did not receive an MID, please call (208) 577-3380 and ask the staff for your MID. Your case number is the case your received probation on. Click the "Continue" button once you have entered all the required information.
- 9. Confirm your payment details on the next screen, and click the button to confirm your payment.

Name:	 MID#: Y	