PROCESSING PAYMENTS IN CCOWS

1.1 Welcome
This video will be a walkthrough on processing payments in the Commercial Carriers OF Wyoming System, or CCOWS.

1.2 Access the Cart
Transactions and supplements done in the system are added to a cart once an invoice has been generated.

There are multiple ways a user can access the cart to collect payment. Under OPERATIONS, select FINANCE. Then select CART PAYMENT from the PAYMENT menu box. This will take you to a TRANSACTION SEARCH screen where you can view or search for any transactions that need payment.

There is also a SHOPPING CART icon displayed at the top right corner of the screen indicating if there are any transactions in the cart. There will be a value corresponding to the number of items in the cart. This too will take you to the TRANSACTION SEARCH screen.

1.3 Validation
After selecting the CART or proceeding from the PAYMENT menu item, a user has the ability to remove a transaction from the cart and/or add additional transactions.

Click PAY to display the VALIDATION screen. The screen displays the invoices in the cart that are ready for payment. Select PROCEED to continue to the PAYMENT screen.

The user has the ability to make a payment using a CREDIT CARD, E- CHECK, ENTERPRISE ESCROW, or IFTA Escrow. Please note that WYDOT is currently working on the development of the E-Check option so that will not be active in the initial rollout.

1.4 Payment
If the user is making a payment using a credit card or E-Check the ELECTRONIC PAYMENT button must be selected. Please note that both of these options include a processing fee.

User will select either CREDIT CARD or E-CHECK as the payment type and then click on the ELECTRONIC PAYMENT button which will open an electronic payment pop-up window that displays the amount being paid using the Lexis Nexis site. The user will then complete all of the required information.

Once customer and payment information is completed, the user will validate that the information is correct and click Continue to submit for payment. Once you submit the payment, you should get a payment confirmation receipt. Acknowledge the payment by

clicking the box in the lower right corner of the screen, and click Continue. Please be sure to print a receipt from this page.

If you do not wish to pay the using an electronic option, you may print your completed return, attach a check or money order and mail it to WYDOT at 5300 Bishop Blvd., Cheyenne, WY, 82009.

Once you have a printed receipt hit PROCEED/CONTINUE. The payment processing screen will then be closed and you are able to proceed to print your tax return or credentials.

This concludes the module for processing a payment in CCOWS.