



# Payment Gateway—*QuikStart*

## How to Pay a Fee using the new Payment Gateway.

When you are at the point to pay the fee for a transaction in SBS, there are now more options available.

### Fee Summary Page

The screen that initiates the process is the Fee Summary page.

Fee Summary	
Fee Description	Fee Calculation (in Dollars)
State Fee	\$0.00
Total State Processing Fee	\$0.00
SBS Transaction Fee	\$603.18
Processing Fee	\$0.00
<b>Total Fee</b>	<b>\$603.18</b>

[Billing Details](#)

This screen shows the fees, itemized for state fees and transaction fees. In our example above, there are no state fees being charged, only a transaction/processing fee.

Click the **Billing Details** button.

### Billing Details Page

Billing Details

Card Holder First Name \*  Card Holder Last Name \*

Billing Street Name \*

Billing City \*

Billing Country

Email \*

\* Denotes Required Field

Card Holder Last Name \*

Billing State \*

Billing ZIP Code \*

Amount (in \$)

[Having a Problem?](#)

[Next](#) [Cancel](#)

Enter all required\* information as shown in the illustration above. The billing information should be the address at which you receive your credit/debit card statement. Click **Next**.

### Billing Details Confirmation Page

Billing Details			
Card Holder First Name	Elmer	Card Holder Last Name	Fudd
Billing Street Name	123 Street		
Billing City	Independence	Billing State	NC
Billing Country	US	Billing ZIP Code	99999
Email		Amount (in \$)	5.18

[Having a Problem?](#)

[Next](#) [Cancel](#)

The next screen (sample above) just confirms the input from the previous screen. Click **Next**.

The payment information screen opens in a new window on top of the previous screen.

! Please click the **Payment button only ONCE**. When processing completes, click the **Next button**.

➤ Credit Card Payment

> Pay with PayPal

The faster, safer way to pay **PAY WITH PayPal**

> Pay with credit or debit card

Credit card number

DISCOVER VISA MasterCard AMERICAN EXPRESS

Expiration date mm yy  /

CSC   
[What is this ?](#)

**Pay Now**

Click the **Pay with PayPal** button to log in to your PayPal account and complete the transaction that way.

**OR**

Input credit card/debit card information as requested in the lower section of the form. The CSC is required for Visa or MasterCard—3-digit code on the back of the card; and for American Express it's a 4-digit code on the front of the card.

Click the **Pay Now** button ONCE.

➤ Credit Card Payment

➤ Confirmation

Thank you for your payment. Your confirmation code is 2HQ061MQFH2JN.

payment complete

**Next**

When the confirmation screen displays, the payment portion of the transaction is complete. The confirmation code appears on your credit/debit card statement. To print this page, hold down the Control key and press “P”. This loads the Print dialog box.

When you click the **Next** button, the window closes, and the Fee Summary page displays again with the added message, “Please wait...your transaction is being processed.”

Wait for the process to complete, and the final confirmation page displays as shown on the next page.

*Your Report Generator order has been submitted successfully!*

[Download your report](#)

[Print this receipt](#)

Thank you for using NAIC's State Based Systems (SBS). For information about other services offered through SBS, visit: <http://www.statebasedsystems.com>. A confirmation e-mail containing the order summary information below is being sent to you. You can print this page for your records.

**PIN Number:** OXURQ3GL0N  
**Transaction Number:** DCZSPGKM95  
**Transaction Date:** 12/08/2011  
**Transaction Type:** License Report  
**State:** DC

Billing Information	Payment Method	Fee Description	Fee (in US Dollars)
Cheryl Kurtz	PayPal/Credit/Debit Card	SBS Transaction Fee:	\$603.18
123 Street		State Fee:	\$0.00
Independence KS 99999		Processing Fee:	\$0.00
		<b>Total Payment:</b>	<b>\$603.18</b>

Note: All fees will appear as a charge from NAIC State Based Systems on your monthly credit card statement.

This confirmation number is also e-mailed to the address input on the billing information screen.

If you have a question about this process,  
call the SBS Help Desk. The contact  
information is:

Phone: 816/783-8990  
E-mail: [sbshelp@naic.org](mailto:sbshelp@naic.org)