



Getting Started With Online Payments

We are pleased to offer you the ability to pay for your legal services online. You can use a credit card or eCheck to make a payment anytime, from anywhere.

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1.

Why Pay Online?

- It's **Secure** — Online payments are more secure than mailing a check!
- It's **Fast** — Online payments post to your case immediately!
- It's **Convenient** — View case invoices and make payments online anytime and from anywhere!
- It's **Flexible** — You can pay with whatever method best fits your needs!
- **Plus! Conveniently Pay Legal Fees Online 24/7 Anytime, Anywhere!**

Are you tired of writing paper checks or driving all the way to our office to pay for your legal services? A variety of convenient and secure online payment options are now available:



eCheck — Enter your routing and account number to send your payment directly from your checking or savings account.



Credit Card — Charge your legal fees to your credit or debit card; earn points or pay over time.

2.

How To Set Up Your Client Portal

As a valued client, we will provide you with access to your MyCase Client Portal. The Client Portal is a secure, easy-to-use online platform that allows us to provide you with 24/7 access to your important case information and a secure communication.

Activate Your Client Portal to Get Started:

- 1** You'll receive an account activation email from MyCase.
- 2** Click on the link in that email so you can set up your password.
- 3** Once an invoice has been shared with you, log in to your personal Client Portal and follow the simple steps to make a payment.

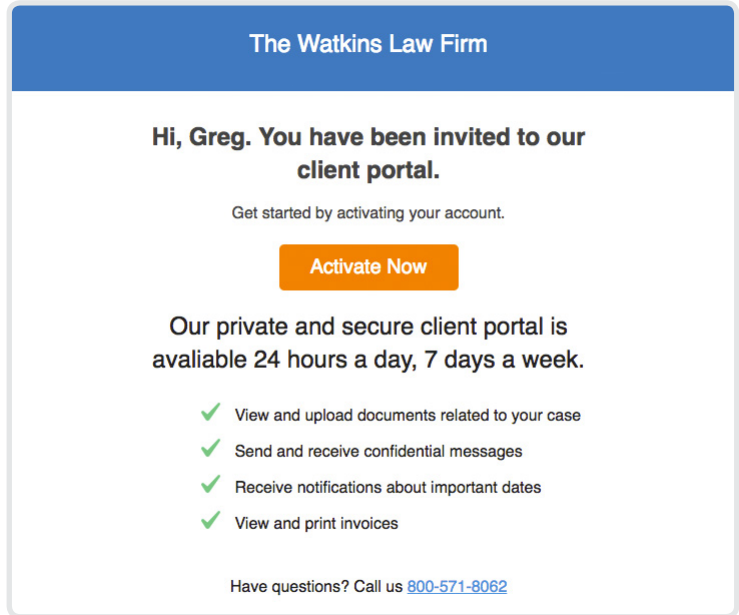
If you need more information or help using the Client Portal please [follow the instructions in this guide](#).

3.

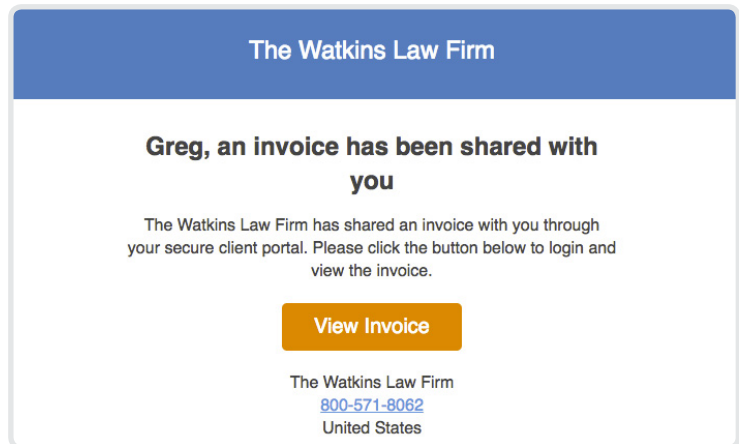
Step-By-Step Guide To Making An Online Payment

1 If you haven't already, please provide us your email address.

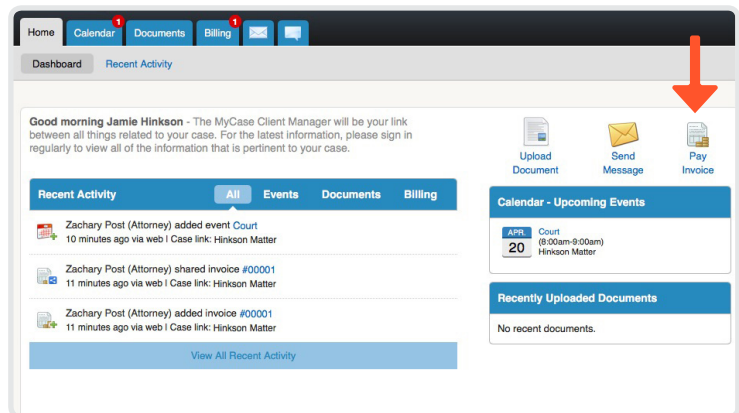
2 An email will be sent from MyCase that will contain a link that you'll need to click on so you can set up your Client Portal account and password. Make sure to check your spam folder and/or junk mail filters to ensure you don't accidentally miss it.



3 Once we've shared an invoice with you, you'll receive an email.



4 Just log into your Client Portal and click the button to 'Pay Invoice.'



- Select the invoice you are paying and click **'Pay Invoice'**

Invoice #	Case Link	Total	Paid	Amc
View #00034	Andersen v. Pak	\$500.00	\$0.00	\$500

Invoice History Export PDF Pay Invoice

Post, Post, and Post, LLC
United States
206-600-1071

Jama Hinkson

Invoice	
Invoice #	00001
Invoice Date	April 15, 2018
Due Date	
Balance Due	\$3,475.00
Payment Terms	
Case / Matter	Hinkson Matter

- When you see the pop-up dialog box asking you to select your preferred payment method, select either:

eCheck

- You will need your bank routing and account number.
- Pulls funds from your savings or checking account.

Credit Card

- Charges your credit or debit card as a credit card charge
- You will need your credit card information

The Watkins Law Firm
800-571-8062

Credit Card eCheck

Name on Account
Greg Andersen

Your Check
PAY TO THE ORDER OF \$ [] DOLLARS
⑆08319644⑆ 001993544⑆
ROUTING ACCOUNT

Routing Number []
Account Number [] Retype Account []
Bank Account Type
Personal Checking
Notes []

Balance Due \$500.00
Amount to Pay \$ 500.00
Balance after Payment \$0.00

- You will be prompted to enter the appropriate card or bank information as well as the amount you want to pay.

- Once you click **'Make Secure Payment'** your payment is immediately processed and you will receive an online confirmation as well as an email confirmation.

The Watkins Law Firm
800-571-8062

Credit Card eCheck

Name on Card
Greg Andersen

Card Number [] CVV []
Expiration [] []

Billing Address
Address 1 []
Address 2 []
City [] State/Province []
Zip/Postal Code [] United States []

Notes []

Balance Due \$500.00
Amount to Pay \$ 500.00
Balance after Payment \$0.00

Make Payment

Let us know if you have any questions and thank you for being a valued client!