

CourtNet

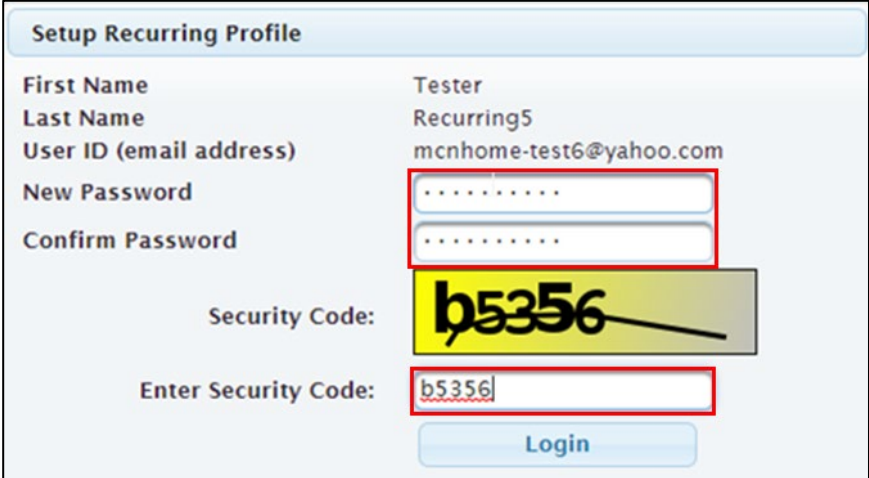
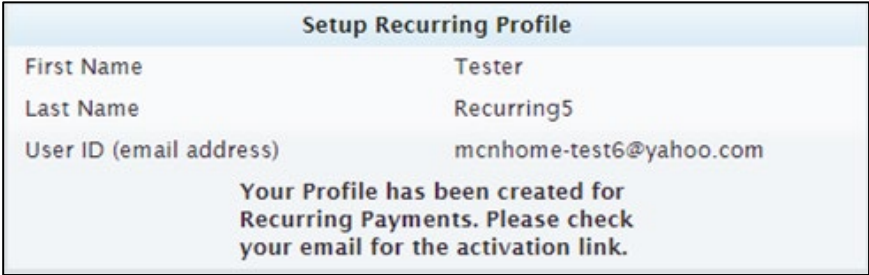
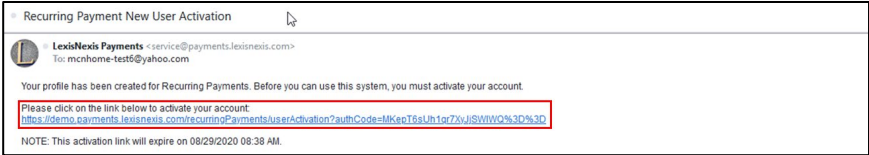
Recurring Payments Setup

Quick Reference Guide

Administrative Office of the Courts
1001 Vandalay 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
1	Setting up recurring payments	<p>A <i>Setup Recurring Payment</i> link may be found on the CourtNet receipt page or in the e-mailed receipt received after submitting a manual payment to CourtNet.</p> <ol style="list-style-type: none"> 1. Click the link to display the Setup Recurring Profile page. 2. Enter a desired password in the <i>New Password</i> and <i>Confirm Password</i> fields, then enter the displayed security code in the <i>Enter Security Code</i> field and click <Login>.  <ol style="list-style-type: none"> 3. An activation message appears, informing you to check your email for an activation link.  <ol style="list-style-type: none"> 4. Open the displayed email account, find the <i>Recurring Payment New User Activation</i> email, open it, and click the link within to continue. 

For additional questions, please contact Support Services at (502) 573-2350 ext 50109.
For technical support with your LexisNexis account, please email vcn_helpdesk@vitalchek.com.

5. The *LexisNexis Profile Information* screen displays. **Select** security questions and **provide** the answers in the associated fields, then **click** <Continue>.

Profile Information

User ID: mcncome-test6@yahoo.com
Name: Tester Recurring5
Address: 987 Carter Road
Frankfort
KY 42101 US

Security Information

What is your mother's maiden name? [dropdown] [masked]
What street did you live on as a child? [dropdown] [masked]
What elementary school did you go to? [dropdown] [masked]

Continue

6. The *Payment Method* screen displays your existing payment method by default, with the option to setup a new payment option. **Click** <Continue>.
7. The *Setup Schedule* screen allows you to customize a recurring payment schedule. To do so, follow these steps. **Enter** a *Nickname* for the schedule. Payment frequency defaults to monthly; the first payment date is set to the 8th of the next month. To enable setting a custom Last Payment Date, first uncheck the *Until canceled* box, then enter the desired date in the *Last Payment Date* field.

Note: All payments are made on the 8th of each month. Setting a custom final payment date after the 8th, will make the final payment on the 8th of the next month.

Profile Information | Payment Methods | Set up Schedule | Confirmation

Profile Information

Payment Methods

Set up Schedule

Business Unit Name: Kentucky AOC CourtNet
Nickname: CourtNet
Amount: Provided by agency per billing cycle
First Payment Date: 09/08/2020
Last Payment Date: [empty]
Product: CourtNet
Reference Number: T-475-1
Frequency: Monthly
Until cancelled: ☒

Complete

8. **Click** <Complete> when finished.
9. The *Confirmation* screen displays an overview of the recurring payment schedule. **Click** the tabs at the top to return to those screens to edit information. When satisfied, **click** <Go to My Accounts>. An email will be sent to your email address, confirming the recurring payment was successfully established.

Profile Information | Payment Methods | Set up Schedule | Confirmation

Confirmation

User ID: mcncome-test6@yahoo.com
Business Unit Name: Kentucky AOC CourtNet
Product: CourtNet
Nickname: CourtNet
Reference Number: T-475-1
Pay From: RECU 0248-022022 (0248)
Amount: N/A*
Frequency: Monthly
First Payment Date: Tue, Sep 8, 2020
Last Payment Date: Until cancelled
Frequency: Monthly

Payment Schedule (Total Payments only first 12 payments shown)

Tue, Sep 8, 2020	Thu, Oct 8, 2020	Sun, Nov 8, 2020	Tue, Dec 8, 2020
Fri, Jan 8, 2021	Mon, Feb 8, 2021	Mon, Mar 8, 2021	Thu, Apr 8, 2021
Sat, May 8, 2021	Tue, Jun 8, 2021	Thu, Jul 8, 2021	Sun, Aug 8, 2021

Go to My Accounts

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