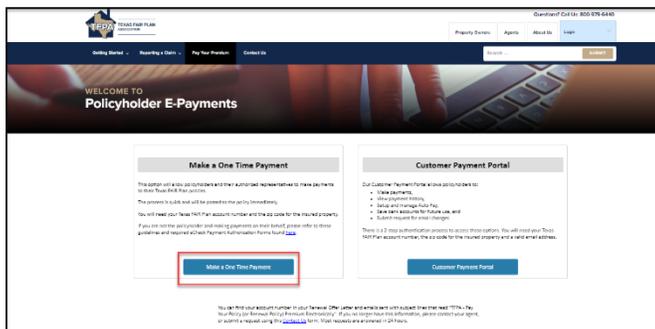




Making A One-Time Payment in the TFPA Payment System

This job aid guides a policyholder's authorized representative in making a One-Time Payment in the TFPA Payment System.

1. To make a one-time payment, select 'Make A One Time Payment.'



2. Next, enter the account number, the **property** location zip code and select 'Submit.'

Make One Time Payment

TFPA Account Number

Property Location Zip Code

3. Enter the banking information where requested and then select 'Continue.' Please note you have the option to schedule the payment for a later date if desired.

Use the Add/Remove (+/-) buttons to choose invoices you would like to pay.

One Time Payment Payment Information

Enter Payment Information

All fields are required unless labeled as optional.

First Name: Middle Name:

Last Name: ZIP Code:

Email: Re-Enter email:

Location: 10713 LANE ST-east02

Invoices

Name	JOSE J PADRON DIAZ
Location	10713 LANE ST-east02
Invoices	001580373

Payment Method

eCheck / Bank Account

Where can I find the below information?

Checking

Savings

Business Checking

Routing Number:

Account Number:

Bank Name:

Account Holder Name:



4. On the Confirm Payment screen, select 'Pay xx.xx.'

Confirm Payment

Payment Method Bank Account: ****9999
Routing Number: ****7405

Payment Type	Location	Invoice Number	Payment Amount	Payment Date
	001580373	001580373	\$417.00	New 05/14/2024

Payment Amount \$417.00

I authorize payment and agree to the Payment Authorization Terms

Click the **PAY** button to complete your payment.

< Back Pay \$417.00

Invoices

Name JOSE J PADRON

Location

Invoices 001580373

5. The payment receipt confirms the payment was made.

One Time Payment Payment Receipt

Payment Receipt

Your payment has been accepted

Confirmation # 16707438
Payment Type Location:
Location
Invoice Number 001580373
Status Accepted
Payment Date May 14, 2024 - 2:17:28 PM
Payment Method Checking Account ****9999
Payment Amount \$417.00

Print