

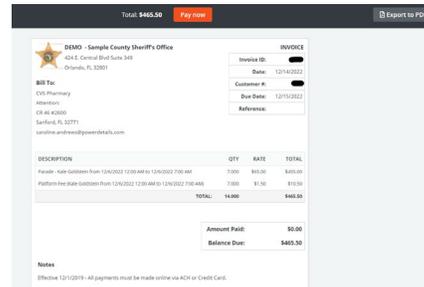
PowerDetails Pay for Employers

Charlotte Mecklenburg Police Department accepts online payments for secondary employment. These instructions will aid you in paying with either ACH or Credit Card.

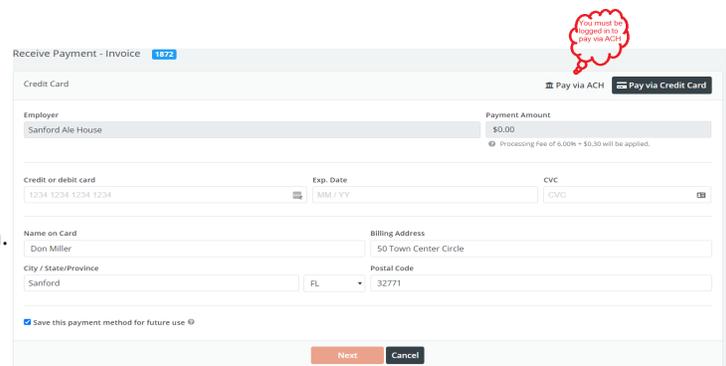
Making a Payment Online

Using your PowerDetails username / password, please login and click on any of your outstanding invoices from the homepage. From there you will be able to press the "Pay Now" option as shown on the screenshot below.

Tip: When an invoice or estimate is available for payment in PowerDetails you will receive an email notification to the billing email on file.



The "Pay Now" option will open a new screen to input your payment information. Clicking "Next" will submit the payment depicted and provides a printable receipt with a transaction confirmation.



Credit Card Payment Instructions

If payment by credit card is desired, navigate to the estimate or invoice that you wish to make a payment on. Credit card payments can be made immediately and your credit card payment method can be saved, if desired by checking the "Save the payment method..." box on the payment screen.

If you choose to save your credit card information when making a credit card payment and wish to remove the credit card from your account, you can do this by clicking on your name in the upper right corner of the screen, then clicking Settings. At the bottom of the screen you will see a button that says 'Manage Payment Methods'. Click here to delete the payment method or add a new payment method.

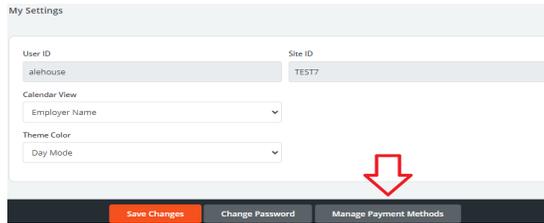
ACH Payment Instructions

In order to pay with ACH, the account must be set up and verified before payments can be processed. Follow the instructions below to set up your account to pay with ACH.

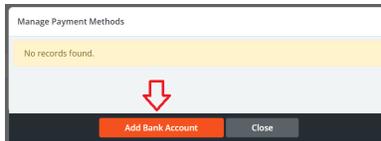
****Users must be logged in to submit ACH Payments.**

If you do not have a user account for PowerDetails and wish to pay via ACH, contact Charlotte Mecklenburg Police Department directly for access. If you do not wish to set up an account please review the credit payment instructions to process your payment with that method.

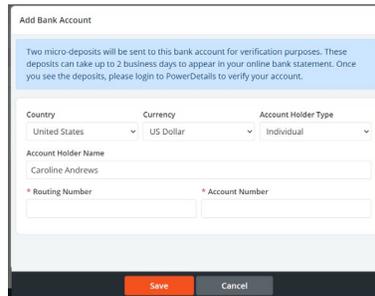
1. To pay via ACH, login to PowerDetails and click the account name on the top right corner and select the "Settings" option. Within the settings, at the very bottom of the screen, click "Manage Payment Methods".



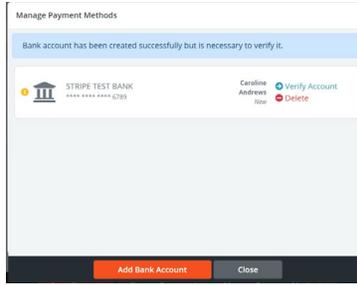
2. In the new screen, click "Add Bank Account" to add the desired account



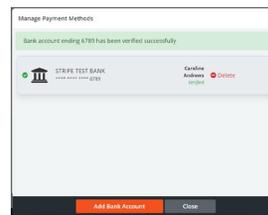
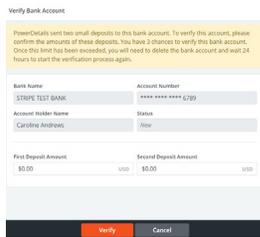
3. Add the bank information into the routing and account number fields, then press "Save". For account verification purposes, 2 micro deposits will be sent to your bank account. See step 4 for the steps to verify your newly added bank account.



4. Before this account can be used to pay an invoice, you will have to verify the micro deposit amounts. The micro deposits will be completed in 24 to 48 hours, when you see them on your bank's portal, login to PowerDetails, press settings on the top right side of the screen and press "Manage Payment Methods". Now you are ready to press the "Verify Account" option.



5. The verification allows 3 attempts to enter the micro deposit amounts into the fields provided. If the amounts are correct, the account will be verified and ready for use. If the verification fails or times out, the user will have to start this process over.



6. When ready to pay an invoice, you will find the invoice navigating to Billing>Invoice Search. Once the "Pay Now" button is clicked, you will see the bank account on file as an option to be used for payment. To complete the transaction, click "Confirm Payment of \$**.*".

