

## **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.

All Consultations Mit					
Oder fr 1991		In	roice ID:	-	
Charles, PC 32601			Date:	12/14/2022	
Bill Tec			omer #:	-	
CVS Pharmacy		D	e Date:	12/15/2022	
Attentions			terence		
R 46 #2000		-			
lanford, RL 32771					
aroine andrewsu power betails, com					
DESCRIPTION		QTY	RATE	TOTAL	
Parade - Kale Goldstein from 12/6/2022 12:00 AM to 12/6/2022 7:00 AM		7.000	\$65.00	\$455.00	
Platform Fee (kale Goldstein from 12/6/2022 12:00 AM to 12/6/2022 7:00 AM)		7.000	\$1.50	\$10.50	
TOT	AL:	14.000		\$465.50	
	Amo	unt Paid:		\$0.00	
	Bele	nce Due:		\$465.50	
Notes					

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					🌮 🏛 Pay via ACH 📰	Pay via Credit Car
Employer				Pa	/ment Amount	
Sanford Ale House				4	0.00	
				0	Processing Fee of 6.00% + \$0.30 will be a	oplied.
Credit or debit card		Exp. Date			cvc	
	=	MM / Y				E
Name on Card			Billing Address			
Don Miller			50 Town Center	Eircle		
City / State/Province			Postal Code			
Sanford		FL	• 32771			
Court this second method for future up 6						

## **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.

 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".

User ID	S	ite ID		
alehouse		TEST7		
Calendar View				
Employer Name	~			
Theme Color				
Day Mode	~			

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

Manage Payment Methods			
No records found.			
$\hat{\Delta}$			
Add Bank Acco	unt	Close	

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.

6	6		·····	
United States ~	US Dollar v		Individual	
Account Holder Name				
Caroline Andrews				
* Routing Number		* Account Num	ber	

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.

Bank account has	been created successfully	but is necessary to verif	y it.
	E TEST BANK *** **** 6789	Caroline Andrews New	<ul> <li>Verify Account</li> <li>Delete</li> </ul>

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.

Verify Bank Account				
PowerDetails sent two small deposits to th confirm the amounts of these deposits. Yo Once this limit has been exceeded, you wi hours to start the verification process agai	is bank account. To verify this account, please is have 3 chances to verify this bank account. I need to delete the bank account and wait 24 n.		Manage Payment Methods Bank account ending 6789 has been verified successfully	
Bank Name STRIPE TEST BANK	Account Number		STR PE TEST BANK     GTB	raline drews OI
Account Holder Name	Status		1	
Caroline Andrews	New			
First Deposit Amount	Second Deposit Amount			
\$0.00 US	o \$0.00 US	SD -		
			Add Bank Account Ck	34C
Verify	Cancel			

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 \$\*\*. \*\*".

Saved Payment Methods	🗄 Saved Payment Methods 🛛 📾 Pay via Credit Care
Employer	Payment Amount (
AU - Walmart #1436	\$575.00
	Processing Fee of 1.00% will be applied (Capped at \$5.00).
Select a Saved Payment Method	Add Bank Accou
STRIPE TEST BANK     Caroline Andrews     Veryfed	
	Subtotal \$575.0
	Processing Fee     \$5.0
	Total \$580.0
O This fee is charged, collected and retained by the payment processing company, not the agency.	
Confirm Payme	nt of \$580.00 Cancel