



TICKET WEBSITE INSTRUCTIONS

1. Select "Use as Guest" or if you are a registered user with an associated vehicle then you can log into the application using the username and password previously established.

The screenshot shows a login form with the following elements: a "Log in" header, a "Use as Guest" link highlighted with a red box, a "Create Account" link, an "Email" field with the placeholder "Enter your email", a "Password" field with the placeholder "Enter a password" and a "Forgot Password" link, a "Remember Me" checkbox, and a "Sign In" button.

2. Select "Tickets" from the left hand menu.

The screenshot shows a navigation menu with the following items: "Tickets" (highlighted with a red box), "Exemptions", "License", and "VehicleStickers". To the right of the menu is the text "Welcome to Wheeling".

3. Select the "Type" and enter either the Ticket, Plan, VIN or Plan # and select search.

The screenshot shows a search form titled "Pay Tickets" with the following fields: "Type" (a dropdown menu), "Ticket#", "Plate #", "Vin #", and "Plan #". There are "Search" and "Clear" buttons at the end of the form.

- This will populate the ticket information to screen allowing you to select and add the item to the payment cart. Please note that when you select the cart button you will have the option to add to the payment cart or doing a quick checkout. Adding to the payment cart allows a user to add additional tickets and pay all the items at once. A quick checkout takes the user directly to the payment option to immediately pay for the item selected.

Pay Tickets

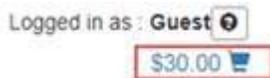
<input checked="" type="checkbox"/>	Ticket#	Plate #	Offense #	Offense Description	Issue Date	Total Due	Hear.El原因	Hearing Date	
<input checked="" type="checkbox"/>	CS	EE	9/3-413A	DISPLAY PLATE ATTACHMENT	9/20/2019	\$30.00	Y	11/4/2019 02:00 PM	

There will be \$3.00 Convenience fee for each transaction

Total:	\$30.00
Convenience Fee:	\$3.00
Payment Due:	\$33.00

Add to Payment Cart
Quick Checkout

If you select “Add to Payment Cart” you will need to select the dollar amount or the payment icon at the top right hand of the screen to access the payment cart to complete payment.



- The payment cart will allow you to pay via credit card.

Payment Details

Items	Amount	Admin Fee
CS AT	\$30.00	\$0.00
Total		\$30.00
Convenience fee		\$3.00

Name and Address:

Payment Amount: \$33.00
Date: 09/20/2019
Receipt #:
Print:

Credit Card Details
Payment * \$ 33.00
Received Date * 09/20/2019

Credit Card# * **CVV *** **Month *** **Year ***

First Name * **Last Name ***

Email *

Country *
 US CANADA

Address * **City ***

State * **Zip Code ***