

E-Pay Collections Website Manual

1. Logon to the Illinois E-Pay Collections Dashboard at <https://magic.collectorsolutions.com/magic-ui/Payments/illinois-state-police-fsb/300624>
2. Make a One-Time Payment. Payment type, ISP ePAY Services, will pre-fill. Type in FEIN (with no dash) and select Search.

Cart Information | Payment Information

Add Payment Items

Payment Category: 911 IL Surcharge

Payment Type: 911 IL Surcharge

Please enter the following information to identify the payment:

FEIN*

Next Step: Payment Information

3. Carrier name should populate. Enter address and Contact Information

Payment Details

Name: In-Telecom Consulting, Inc.

Address:

City:

State:

Zip Code:

Contact Name:

Contact Email:

Contact Phone:

4. Scroll to Remit Month/Year (use the last day of the month for the remit month you are submitting)
5. Enter all connections (Calculations are determined using the Illinois 9-1-1 Surcharge Remittance Form). **BE SURE TO FILL IN EVERY FIELD UNLESS THE FIELD IS ZERO.**

6. Enter total amounts subtracting the 1.74% administration fee deduction

# Telecom Connections	<input type="text" value="0"/>
Telecom Connections X \$1.50 per connection	<input type="text" value="0"/>
Less Admin Fees (1.74%)	<input type="text" value="(1.74% Administrative Fee deduction Per 50 ICS 750/20d)"/>
Telecom Amt (W)	<input type="text" value="0"/>
# Interconnect VoIP Connection	<input type="text" value="25"/>
Interconnect VoIP Connections X \$1.50 per connections	<input type="text" value="37.50"/>
Less Admin Fees (1.74%)	<input type="text" value="(1.74% Administrative Fee deduction Per 50 ICS 750/20d)"/>
Interconnect VoIP Amt (V)	<input type="text" value="36.85"/>
# Wireless Connection	<input type="text" value="10"/>
Wireless Connections X \$1.50 per connection	<input type="text" value="15"/>
Less Admin Fees (1.74%)	<input type="text" value="(1.74% Administrative Fee deduction Per 50 ICS 750/20d)"/>

7. Enter Payment Amount

8. Select Add Item and Checkout

Payment Amt Due = (W)+(V)+(C)	<input type="text" value="51.59"/>
Payment	
Payment Amount	<input type="text" value="\$ 51 . 59"/>
<input type="button" value="+ Add Item"/> <input type="button" value="+ Add Item and Checkout"/>	
<input type="button" value="Next Step: Payment Information"/>	

9. Enter Email and Select Next Step: Add Payment Method

10. Select your Payment Method (Credit/Debit Cards and Checks are Accepted)

- a. **A payment service fee of 2.25% (or a minimum of \$1.00) is collected for credit/debit card payments.**
- b. **E-Check payments are \$0.50 per check. Use Fifth Thirds Bank, originator # 1810599849.**

11. Enter Payment Information and select Next Step: Review Payment

Amount Due \$ 0.00

Payment \$ 36 . 85
Amount of this payment if different than Amount Due, not including the convenience fee.

Please select your Payment Method

Credit Card

eCheck

Check Type: Personal

Account Type: Checking

Name on Account: Megan Cleveland

Routing Number:

Confirm Routing Number:

Account Number:

Confirm Account:

36.85 - 37.50 - 0 - 0 - Megan Cleveland - 2174731538 - In-Telecom Consulting, Inc. - megan.m.cleveland@illinois.gov - 123 North St - 0 - 0 - 36.85 - 0 - Chicago - 0 - 25 - 2024-02-15 - 800449125

Subtotal \$36.85
Projected Card Fee \$1.00
Projected eCheck Fee \$0.50

12. Review Payment

Review Payment

Item	Amount
911 IL Surcharge Amount Due: \$0.00	\$36.85
Transaction Fee:	\$0.50
Total Amount: Checking ***** 8542	(\$37.35)

A Transaction Fee has been included in the total amount paid for this transaction.

Billing Contact Information

Shopping Cart

911 IL Surcharge \$36.85
36.85 - 37.50 - 0 - 0 - Megan Cleveland - 2174731538 - In-Telecom Consulting, Inc. - megan.m.cleveland@illinois.gov - 123 North St - 0 - 0 - 36.85 - 0 - Chicago - 0 - 25 - 2024-02-15 - 800449125

Subtotal \$36.85

13. Check box "I agree to the Payment Terms of Service and authorize this payment."

14. Select Make a Payment

Billing Contact Information

megan.m.cleveland@illinois.gov

Yes, I would like to receive periodic updates and information from the Office of the Illinois State Treasurer via email.

I agree to the [Payment Terms of Service](#) and authorize this payment.

15. Review Receipt. You will receive an email confirmation to the email provided. Hold onto email for your records. Send the completed monthly Illinois 9-1-1 Surcharge Remittance Form to ISP.911Admin@illinois.gov.