

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, INCLUDING THE ADMIN FEE DEDUCTION, 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)

Payment

Payment Amount

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 Wells Fargo, origination ID 1810599849, routing number 121000248.**

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)

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

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

Billing Contact Information

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.