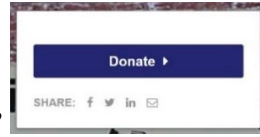


Paying DMRS Office Fees ONLINE



1. To begin, please click this button:



2. On the next page, click on this “Donate” button (top of the page).

3. **On the next page, enter the following information:**

- a. **Donation Amount** - Enter the amount the DMRS representative advised you is due.
- b. **In the menu, “Apply My Donation To,”** Select: Office Fees Payment

4. **“Honor someone with your gift?”:** Select: No.

5. Please enter the following **Client Information** (be sure that this information is accurate so that the payment will be credited to the proper client).

ALL OF THIS INFORMATION IS REQUIRED:

- **Client Name** (May be different from name on Credit/Debit Card).
- **Services you are paying for:** (Ex. Consultation Fee, Naturalization application, DACA, etc)
- **Client Phone Number:** (No dashes 9155553333)
- **Email Address:** You must enter an email address to make an online payment. This is where the receipt will be emailed.
- **Case Number:** Should have been provided by your caseworker/attorney/representative.

6. **Payment Information:**

- **Credit Card Information:** Name as it appears on debit/credit card (may be different from client name)
- **Card Number:**

- Expiration Month/Year
- Security Code: (3 numbers on the back of the card)

7. **Billing Address:**

- **Street Address:** Credit or Debit Cardholder's address (may be different from client's address)
- **Phone Number:** Credit or Debit Cardholder's Phone Number

8. **Confirmation:**

- You will see a Thank You page confirming your payment amount. You should receive a receipt via email; however, we recommend taking a picture or screenshot of the confirmation screen.
- You **must** email the receipt to your assigned DMRS representative to ensure work on your case will continue. Our system does not see a receipt to your representative, so failure to forward the receipt may result in delays in your case.