

Penalty Assessment Payment Instructions

1. A user with manager credentials must log in the system twice, as a manager and then as a user.

www.vendorsales.state.nm.us

2. Select the **Admin** option on the main toolbar.

3. Select the **Make Tag Penalty Payment** option from the dropdown box.

The screenshot shows the top navigation bar with links: Home, My Account, Search, Reports, Admin (highlighted with a red circle), and Help. Below the navigation bar, a dropdown menu is open, showing two options: 'Make Cash Sales Payment' and 'Make Tag Penalty Payment' (highlighted with a blue circle). The background of the page shows a 'WELCOME WAL-MART #1380' banner and a 'CUSTOMER SEARCH' form with fields for DL Scanner Field, First Name, Last Name, Date of Birth, SSN-Last 4, Username, and CIN.

4. Next, the screen will display the total **PAYMENT AMOUNT** due and the vendor will be given the option to select a method of payment, **Credit Card** or by electronic **Checking Account**.

The screenshot shows the 'MAKE TAG PENALTY PAYMENT FOR VENDOR: WAL-MART #1380' screen. At the top, it says 'NMDGF Time: 12:56:08' and 'Logged in as User: VendorTraining | Manager: VendorTraining'. Below the navigation bar, there is a 'Cancel Payment' button. The 'PAYMENT AMOUNT' section shows 'Payment Amount: 125.00'. A message states: 'Your vendorship has 1 unpaid penalties for non-returned carcass tags, for a total penalty of \$125.00.' Another 'PAYMENT AMOUNT' section states: 'Customer will be charged \$125.00 when you submit this form.' The 'CHECKOUT' section has a 'PURCHASE SUMMARY' box that says: 'You will be charged \$125.00 when you submit this form. All sales are final. Thank you.' At the bottom, there is a question 'How would you like to make a payment?' with two radio buttons: 'Credit Card' (highlighted with a red circle) and 'Checking Account' (highlighted with a blue circle).

5. After the vendor has entered all required fields for the credit card or checking account information, select **Continue** to process the transaction.

The system will automatically change the status of the carcass tags to Penalty Paid.