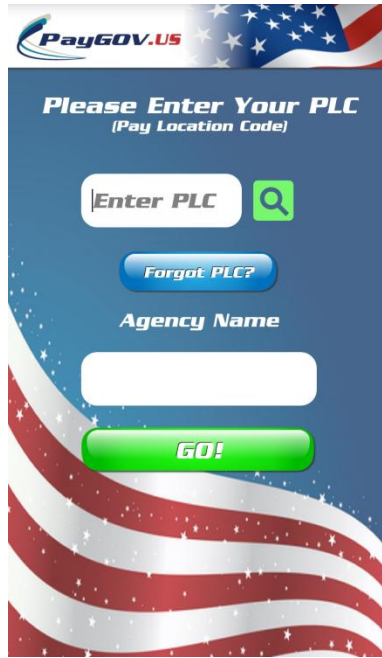# *PayGOV Mobile -Swipe Enabled*

Onetime Payment Instructions - No Account Registration

1. Open the App Store from your device. App Store for Apple devices and Google Play for Android devices.

2. Search for "PayGOV Mobile"

3. Download and install the application.

4. Connect the card reader and turn the volume all the way up. Android users: Make sure the "Media Volume" is all the way up.

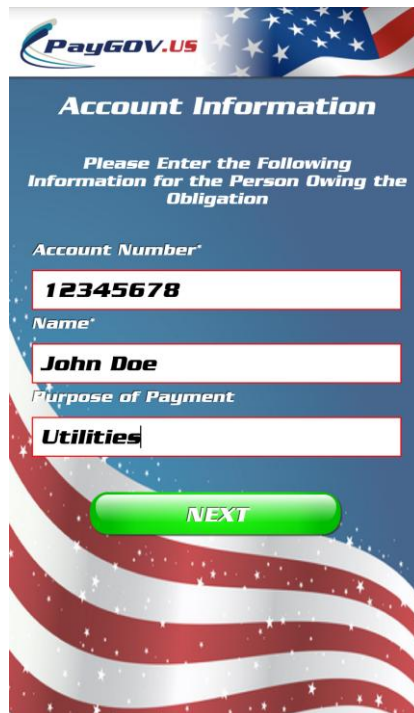5. Open the application and you will see this screen:
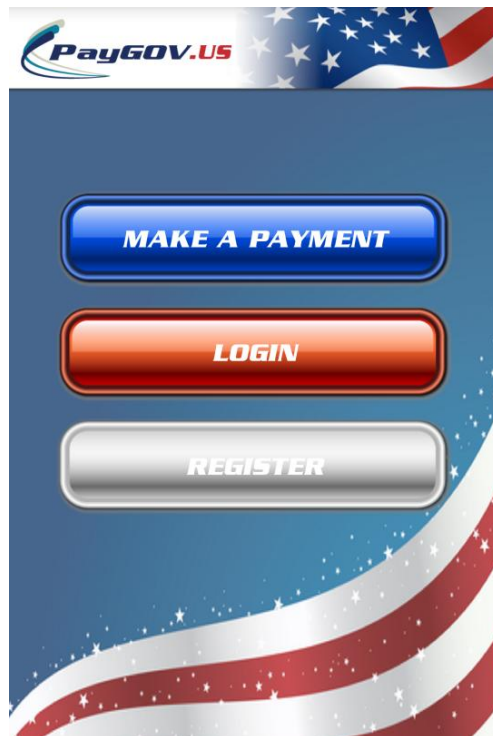
6. Select "Make Payment" and enter the PLC for the agency you're trying to pay. If you don't know your PLC, select "Forgot PLC" to look it up by State and Jurisdiction. Select "GO" when entered.

7. Enter the information about your account and select "NEXT" when done.

8. Enter the amount you want to pay and select "GO":


9. Select NEXT
10. Select "Swipe" when you're ready to swipe the card. iOS users may be prompted for permission for the app to access the microphone. Accept this permission.
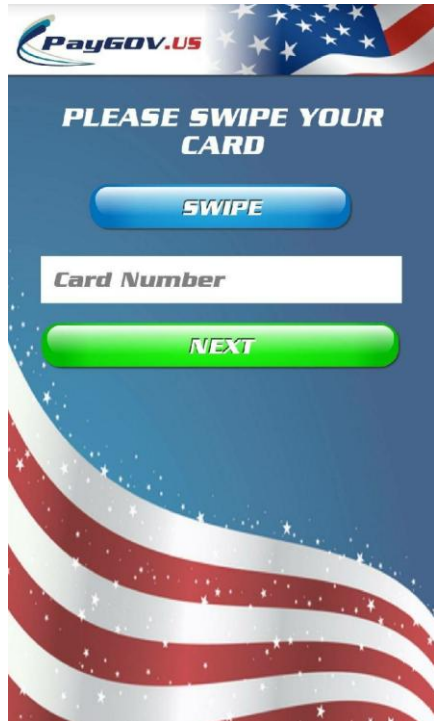
11. After a successful card swipe, the signature capture screen will be displayed. Hand the device to the cardholder for them to sign and select "Accept" to process the payment.

12. Once the signature has been accepted, you will see a saved-success notification and then will show you if the transaction was Approved or Declined, give you the Order ID (if approved) and give you the option to have a receipt emailed to you or sent via TXT. If the transaction was declined, select "Try Again" to try the card again or to use a different card.
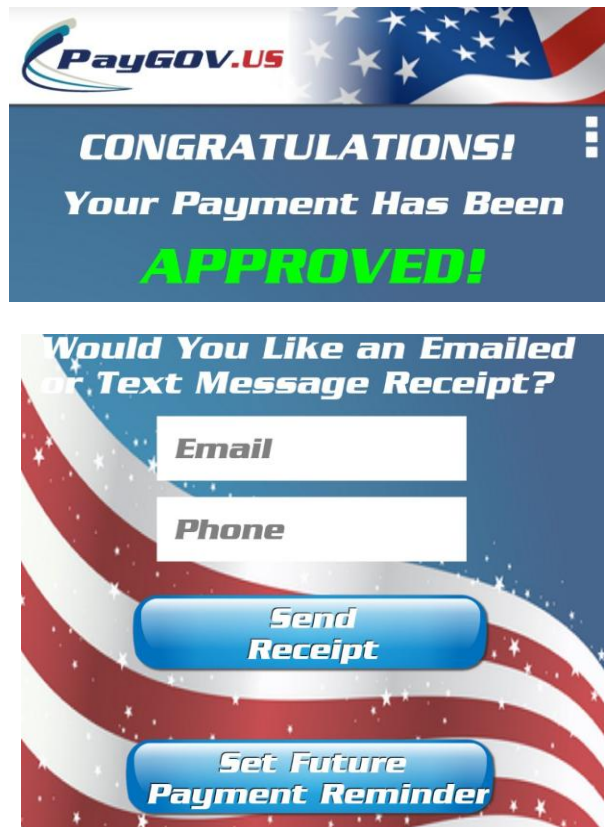
For questions or support with PayGOV Mobile, call (317) 807-4330 or email: mrisley@paygov.us