

Chase Plastic Services, Inc. Credit Card Payment Process

1. Set up your account by clicking on the link below marked "here". Once you set up your account you will be able to login with your customer ID# and your unique password.



2. You will come to the below screen which you will only need to fill in once unless you need to add another credit card. Please use your CUSTOMER ID# then create your password. Make sure you store your credit card information.



3. Once you hit "Load Billing Info" the below screen will drop down. Please note we do not accept Discover®.



4. Once you enter in your credit card information the program will bring you back to the sign in. Log in with the credentials you just created. Successful sign in will bring you to the below screen. Chose "Pay by Credit/Debit Card".



5. The below window will pop up. Fill in all fields marked with an *. Make sure to save your credit card information.



6. Once you fill in your credit card number a drop down field will appear. (*If you are using a debit card there will not be a credit card fee, so no drop down field.*) The system will automatically calculate the 2.5% surcharge.



7. Once you hit "submit" you will receive the below screen. You must hit "CONFIRM" or your payment will not process.



- 8. You will then receive a pop up advising if your transaction was successful.
- 9. A receipt will be sent to you directly and one will be sent to us.

If you have any questions or concerns while processing your transaction please contact your assigned Credit Specialist for assistance.