

Heartland Virtual Card Not Present Payments CARE / CORIS

Log into the Heartland website:

<https://heartlandpaymentservices.net/MerchantView/Account/Login.aspx>

Bookmark or create a shortcut to this page for future use.

These payments are considered a 'manual' payment and require either CORIS or CARE to be updated using the current process.

Enter your Username and Password

Heartland | **Bill Payments MerchantView**

LOG IN

Please enter your username and password.

Account Information

Username

Password

[Forgot Password?](#)

Log In

** The Clerks of Court create user accounts, usernames, and temporary passwords. If a password needs to be reset after the initial login, click on "Forgot Password" and a temporary password will be emailed to you.*

Click on the "Virtual Terminal" menu

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REPORT SELECTION

Please select a report.

Standard reports

Name	Description
Pay by Merchant Report	This report shows total payments and transaction activity by merchant.
Pay by Channel Report	This report shows total payments and transaction activity by channel (i.e., web, cashier, IVR, etc).

The court accounts assigned to your username will appear in the **Merchant** drop down box. Each login will likely have two accounts in the list. An account for Trust and another for Revenue. Choose the appropriate account for the payment.

Please note that the steps to make a payment will have to be completed twice for payments that include both a Trust and Revenue account.

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VIRTUAL TERMINAL PAYMENTS

PLEASE SELECT A MERCHANT

Utah Courts Test ▼
Utah Courts Test
Utah Courts Test Payments

Click on “**Make Payment**”

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VIRTUAL TERMINAL PAYMENTS

PLEASE SELECT A MERCHANT

Utah Courts Test Paym ▼
Make Payment

Complete all fields. The “**Bill Type**” field will pre-populate. Enter the amount to be paid in the “**Amount to Pay**” field. Put a description of what the payment is for in the “**Court Payment Type/ID**” field. Enter the full name of the person paying in the “**Case Payor ID**” field. Enter the case number in “**Case Number**” field. This information will display in reports and will be helpful in researching disputes or balancing problems.

If you don’t have a case number, enter “No case #” in the “**Case Number**” field. (See the **Example of Payment without a Case Number**.)

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VIRTUAL TERMINAL PAYMENTS

UTAH COURTS TEST

ENTER BILL INFORMATION

Bill Type	<input type="text" value="Court Payment"/>	Amount to Pay	<input type="text" value="15.00"/> *
Court Payment Type/ID	<input type="text" value="Divorce DVD"/> *	Case Payor ID	<input type="text" value="John Doe"/>
Case Number	<input type="text" value="194400238"/>		

Example of Payment without a Case Number

The example below shows a payment that is not associated to a case number with a description of what the payment is for in the “**Case Number**” field:

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VIRTUAL TERMINAL PAYMENTS

SALT LAKE COURT JUV R

ENTER BILL INFORMATION

Bill Type	<input type="text" value="Court Payment"/>	Amount to Pay	<input type="text" value="15.00"/> *
Court Payment Type/ID	<input type="text" value="copies"/> *	Case Payor ID	<input type="text" value="John Doe"/>
Case Number	<input type="text" value="no case #"/>		

Click on **“Pay Bill”**

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VIRTUAL TERMINAL PAYMENTS

UTAH COURTS TEST

ENTER BILL INFORMATION

Bill Type

Court Payment

Court Payment Type/ID

Divorce DVD

Case Number

194400238

Amount to Pay

15.00

Case Payor ID

John Doe

Pay Bill

Select Another Merchant

Complete all fields under **“Enter Payor Information”**. The **“Postal Code”** (zip code) must match the billing zip code of the credit card for the payment to process successfully. Enter the email address to have the receipt automatically emailed when the payment is processed. (It is not necessary to type the email address in the **“Retype Email Address”** field again.)

There is an **“Email Receipt”** option in the **“Payment Successful!”** message box that allows the receipt to be sent to additional email addresses if needed. Instructions to enter additional email addresses are included later in this document.

Select **“Make Credit Payment”**

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BILLS TO PAY

Bill Type	Identifier 1	Identifier 2	Identifier 3	Identifier 4	Amount
Court Payment	Education DVD	194400238	John Doe		15.00

Edit Bills

ENTER PAYOR INFORMATION

First Name

John

Middle Initial

Last Name

Doe

Phone Number

801-555-5555

Email Address

johndoe@email.com

Retype Email Address

Address

123 Main St

Country

United States

State

Utah

City

Anytown

Postal Code

84111

Cancel Payment

Make Credit Payment

Complete all fields under “**Make Card Payment**”. The “**Card Verification Number**” is the three-digit number typically located on the back of a credit card (the CVV number).

Verify the total payment amount and select, “**Submit Credit Payment**”

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BILLS TO PAY

Bill Type	Identifier 1	Identifier 2	Identifier 3	Identifier 4	Amount
Court Payment	Education DVD	194400238	John Doe		15.00

BILL SUMMARY


Bill Amount	\$15.00
Convenience Fee	\$0.00
Total Payment Amount	\$15.00

PAYOR INFORMATION

John Doe
123 Main St
Anytown, UT 84111 US
8015555555
johndoe@email.com

MAKE CARD PAYMENT

Credit Card Number	<input type="text" value="4111111111111111"/>
Expiration Date	<input type="text" value="04"/> ▾ <input type="text" value="2020"/> ▾
Name On Card	<input type="text" value="John Doe"/>
Card Verification Number	<input type="text" value="123"/>



After the payment has processed the “**Payment Successful!**” message box displays.

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Payment Successful!

Merchant Name : Utah Courts Test

Transaction Information

Transaction ID **117658**

Date/Time 4/9/2019 9:54:03 AM

Amount \$15.00

Fee \$0.00

Total Amount \$15.00

Method of Payment Visa Credit

Cashier 1dist1

Bill Information

Bill Type Court Payment

Court Payment Type/ID Divorce DVD

Case Number 194400238

Case Payor ID John Doe

Payor Information

Billing Name John Doe

Billing Address 123 Main St Anytown Utah 84111

Phone Number (801) 555-5555

Email Address johndoe@email.com

Email Receipt Download Receipt Done

In the unlikely event a receipt needs to be sent to additional email addresses, select the “**Email Receipt**” button.

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Payment Successful!

Merchant Name : Utah Courts Test

Transaction Information

Transaction ID **117658**

Date/Time 4/9/2019 9:54:03 AM

Amount \$15.00

Fee \$0.00

Total Amount \$15.00

Method of Payment Visa Credit

Cashier 1dist1

Bill Information

Bill Type Court Payment

Court Payment Type/ID Divorce DVD

Case Number 194400238

Case Payor ID John Doe

Payor Information

Billing Name John Doe

Billing Address 123 Main St Anytown Utah 84111

Phone Number (801) 555-5555

Email Address johndoe@email.com

Email Receipt Download Receipt Done



Enter the additional email addresses in the “Email Receipt” screen. **Do not re-enter the payor’s email address in this screen.**

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Payment Successful!
Merchant Name : Utah Courts Test Payments
Transaction Information

Email Receipt

Please enter email addresses for Email recipients.

Email 1JohnDoe@hotmail.com

Email 2

Email 3

CancelSend

These payments are considered a 'manual' payment and require either CORIS or CARE to be updated using the current process.

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Reporting ▾ | View History | Virtual Terminal | Configuration | Documentation

Payment Successful!

Merchant Name : Utah Courts Test

Transaction Information

Transaction ID	117658
Date/Time	4/9/2019 9:54:03 AM
Amount	\$15.00
Fee	\$0.00
Total Amount	\$15.00
Method of Payment	Visa Credit
Cashier	1dist1


Bill Information

Bill Type	Court Payment
Court Payment Type/ID	Divorce DVD
Case Number	194400238
Case Payor ID	John Doe

Payor Information

Billing Name	John Doe
Billing Address	123 Main St Anytown Utah 84111
Phone Number	(801) 555-5555
Email Address	johndoe@email.com

[Email Receipt](#) [Download Receipt](#) [Done](#)



The “**Download Receipt**” button allows the receipt to be downloaded and/or printed for use in entering the payment information into the case management system.

Please note that the steps to make a payment will have to be repeated for payments that include both a Trust and Revenue account. Choose the appropriate merchant account for either Revenue or Trust.

Receipts no longer need to be printed and retained for accounting records. The Audit department has approved supervisors to inform cashiers of the grand total of credit card transactions to enter during the cash count process. The need to list every card transaction during cash count is no longer necessary.