



## Instructions on accessing and using the Douglas County Human Services Payport Online Service

**Step 1:** Access the online payport at: :

<https://www.colorado.gov/apps/payport/online/selectServiceType.jsf>

**Step 2:** Select the type of claim you intend to pay from the drop down. Choices include: Aid to the Needy Disabled, Colorado Works, Food Assistance, Medicaid and Old Age Pension.

If you have two or more claims for which you want to make a payment, select the first one here. Later on you will be able to “Add Another Service” and set-up a payment for another claim.

PayPort Online Service - Windows Internet Explorer provided by Douglas County

https://www.colorado.gov/apps/payport/online/selectServiceType.jsf

File Edit View Favorites Tools Help

PayPort Online Service

Douglas County Human Services  
PayPort Online Service

Colorado  
www.colorado.gov

Select Service Type

\* Denotes a Required Field

\* Select Service Type

Food Assistance Claim

Continue Cancel

Privacy & Security

cybertrust  
certified enterprise

/apps/payport/online/selectServiceType.jsf

start

Inbox - Microsof... Claims pd via Pa... Microsoft Excel -... Pay Port CSE application ... PayPort Online S... 11:04 AM

**Step 3:** Complete the fields and select “Continue”. Be sure to enter all of the zeros at the beginning of the claim number.

The screenshot shows a web browser window titled "PayPort Online Service - Windows Internet Explorer provided by Douglas County". The address bar shows the URL "https://www.colorado.gov/apps/payport/online/checkout.jsf". The page content is titled "Enter Service Details" and includes the following text: "You may make a payment using a credit or debit card. A processing fee will be added to this transaction and is based on the total payment. Do not combine multiple payments. If you have two claims, you will have to enter each payment with the different claim number." Below this text is a legend: "\* Denotes a Required Field". There are four required fields: "Case Number (Ex. 1B688SS)", "Claim Number (Ex. 0001997332)", "Payor's Phone (Ex. 303-123-4567)", and "Amount (example: 50.00)". The amount field is preceded by a dollar sign "\$". At the bottom of the form are "Continue" and "Cancel" buttons. The browser's taskbar at the bottom shows several open applications, including Microsoft Office, Microsoft Excel, Pay Port, CSE application, claim payment in..., and PayPort Online S... The system clock shows 11:09 AM.

**Enter Service Details**

You may make a payment using a credit or debit card. A processing fee will be added to this transaction and is based on the total payment. Do not combine multiple payments. If you have two claims, you will have to enter each payment with the different claim number.

\* Denotes a Required Field

\* Case Number (Ex. 1B688SS)

\* Claim Number (Ex. 0001997332)

\* Payor's Phone (Ex. 303-123-4567)

\* Amount (example: 50.00)  
\$

**Step 4:** Review the information entered, and if it is correct select “Checkout”. If there is a data entry error or you have changed your mind select “Cancel”.

If you have another claim for which you want to make a payment, select “Add Another Service”.

The screenshot shows a web browser window displaying the 'Transaction Summary' page for Douglas County Human Services. The page title is 'Douglas County Human Services PayPort Online Service'. The main content area is titled 'Transaction Summary' and includes the following text: 'To complete the transaction, click 'Checkout'. To save the item(s) on this page and add another, click 'Add Another Service'.'

The transaction details are as follows:

Case Number (Ex. 1B688SS)	Claim Number (Ex. 0001997332)	Payor's Phone (Ex. 303-123-4567)	Amount	
1B688SS	0001997332	303-555-1212	\$50.00	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

The total amount due is \$50.00, displayed in a large arrow-shaped box. At the bottom of the summary area, there are three buttons: 'Checkout', 'Add Another Service', and 'Cancel'.

The page also features a 'Feedback' sidebar on the left, a 'Privacy & Security' link at the bottom left, and a 'cybertrust certified enterprise' logo at the bottom right.

**Step 5:** Enter the information requested and double check the data entry. If it is correct, select “Continue”.

Colorado Payment Portal - Windows Internet Explorer provided by Douglas County

https://www.colorado.gov/apps/checkout/servlet/beginSelectAccountType?sequenceNumber=0

Colorado.gov  
Secured Online Payment Process

1. Payment Options 2. Payment Information 3. Account Holder Information 4. Confirmation 5. Customer Receipt

Enter your credit card information.

\* Denotes a Required Field

\* Card Type  
Visa

\* Card Number

\* Expiration Date (MM/YYYY)

Cancel Clear Form Continue

start Sent Items - Microsof... Windows Media Player Colorado Payment Po... Pay Port Document1 - Microsof... 9:38 AM

**Step 6:** Enter information requested and select “Continue” at the bottom. If you would like to use a different credit or debit card, you may click on “Change Payment Type” at the top and you will return to the prior page. You should enter your e-mail address so that a copy of the payment information can be e-mailed to you.

Colorado Payment Portal - Windows Internet Explorer provided by Douglas County

https://www.colorado.gov/apps/checkout/servlet/creditCardInfo

File Edit View Favorites Tools Help

My CDHS - CBMS Colorado Payment Portal

Colorado.gov  
Secured Online Payment Process

Colorado  
www.colorado.gov

1. Payment Options 2. Payment Information 3. Account Holder Information 4. Confirmation 5. Customer Receipt

Enter the billing information, or [change payment type](#).

Be sure to enter the name exactly as it appears on the card. A phone number and email address are required in the event we need to contact you. An email receipt will be sent if you provide a valid email address.

\* Denotes a Required Field

\* First Name

Middle Name

\* Last Name

\* Address

Done

start Sent Items - Microsof... Windows Media Player Colorado Payment Po... Pay Port Document1 - Microsof... 9:40 AM

**Step 7:** You will be asked to review the information you entered. Please be sure all the information is correct. You will see the non-refundable fee listed at the bottom of this page. If you do not want to proceed select “Disagree/Exit”. If you want to proceed select “Agree/Continue”.

The screenshot shows a web browser window titled "Colorado Payment Portal - Windows Internet Explorer provided by Douglas County". The address bar shows the URL "https://www.colorado.gov/apps/checkout/servlet/accountHolderInfo". The page content includes a "Transaction Details" table, a "Notes" section, a red warning message, a "Merchant" table, and a red-bordered box stating the total amount.

Description	Amount	Quantity	Total Amount
Food Assistance Claim	\$50.00	1	\$50.00
Portal Administration Fee	\$1.89	1	\$1.89
<b>Total:</b>			<b>\$51.89</b>

**Notes**

NO PORTION OF THIS FEE IS RETAINED BY DOUGLAS COUNTY. This online service includes a portal administration fee that allows Colorado.gov to deliver this and other important services. This fee is paid to a third party that provides these services for Colorado.gov and thus is not considered revenue for Douglas County. If the payer does not wish to pay this fee, he or she has the choice to pay by traditional methods. We appreciate your support of Colorado.gov.

So that you can receive an email confirmation of this transaction, please add webmaster@www.colorado.gov to your list of approved senders.

**The following amount will be charged to the above credit card. The credit card statement will show the following merchant name(s) and amount(s) for this transaction.**

Merchant	Amount
CO Douglas County	\$51.89

**The total amount of this transaction is \$51.89.**

Buttons:

**Step 8:** A receipt will be created after your payment has been processed. You should print off this receipt for your records.