

# Making Guest Payments

If an individual does not want to create an account or enter personal information when paying for a violation they have the ability through OPS-COM Quick Pay to pay for a ticket without having an account.

## Quick Steps:

1. Go to the **Login Page** and click **Pay your Ticket**.
2. Enter the ticket number and the last two digits of the Security PIN number in the appeals field (TT-10133-**3K**).
3. Click **Search**.
4. Click **Guest Payment**.
5. Choose a payment method and enter your email. Click **Submit Payment**.
6. Enter your card and billing details.
7. Click **Pay Now** and confirm the payment.

## Step-by-Step Instructions:

1. **Paying your ticket:** Go to the **Login Page** and click on **Pay your Ticket**.
2. **Enter Ticket Information:** In the **Appeals** field, enter your **ticket number** along with the **Security PIN**. The PIN is the last two digits of the ticket number (e.g., **TT-10133-3K**, where **3K** is the PIN).
3. **Click Search:** This will take you to the **Violation Ticket Login** screen.
4. **Click Guest Payment:** This opens the Payment window.
5. **Choose Payment Option:** Select your preferred payment method and enter your email address. Then, click **Submit Payment**.
6. **Enter Payment Information:** Based on your chosen payment method, you'll be prompted to enter the required payment details. If using a hosted payment method, enter your card and billing information.
7. **Complete the Payment:** Click **Pay Now**. You'll see a confirmation screen once the payment is processed.

---

Revision #13

Created 23 April 2024 08:39:56

Updated 23 December 2024 08:26:58 by Laurie McIntosh