

Virginia State Police eReceivables

1. Log into ebilling.vsp.virginia.gov
2. Click the Account icon in the center of the page
3. To View/Print Invoice, click the **Transaction Number**. To pay more than one invoice at a time, select multiple invoices by clicking the box next to the invoice; clicking a second time unselects the invoice.
4. To Pay, **click the box** for one or more invoices
5. Click **MAKE PAYMENT**
6. Select Payment Type, click **Next**
7. Click **Next** to get to the credit card data screen
8. Enter CC or Bank Account data, click **Next** and then **Submit Payment**
9. Save and/or Print payment Receipt that is displayed

(you must allow the site past your pop-up blocker)

The screenshot displays the payment interface for Virginia State Police eReceivables. It includes an 'Account' icon, a table of transactions, a 'MAKE PAYMENT' button, a 'Payment Type' dropdown menu, and a 'Payment Information' section with fields for credit card number, type, expiration date, security code, and name.

Transaction Table:

Transaction	Type
<input type="checkbox"/> ARTST-100128	Invoice
<input type="checkbox"/> ARTST-100127	Invoice
<input type="checkbox"/> ARTST-100126	Invoice

Payment Type *:

Select One
Credit Card
Electronic Check

Payment Information:

Credit Card Number *

Credit Card Type MasterCard VISA

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Selecting an Account (for those who pay for multiple accounts)

*Single Account Holders will not have to select an account and only need to follow the instructions on page 1.

When customers with multiple accounts log in, you will have to select the account that you want to view/pay.

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2. Click the **Go button** to list your accounts

3. Click the **Account Summary (eyeglasses)** link at the far right on the account row that you wish to view/pay.

You can now follow the page 1 instructions beginning at step 2.

Search

Search By Customers **Go**

Show All Sites
 Show All Customers
 TIP Used only when coming into the page

Customer Name	Customer Number	Organization Address	Address Type	Primary Contact	Contact Phone	Account Summary
						Account Summary 
						