Retailer Instructions on How to Make an Online Payment

1. Go to **https://health.mo.gov/about/online-payment.php.**
2. Scroll to the bottom of the page to find the **Pay Online** link.
3. Click on the **Make a one-time payment** button.
4. For Payment Category choose **WIC and Nutrition Services** from the drop-down menu.
5. For Payment Type choose **Retailer**.
6. Enter the **Retailer Name**.
7. Enter the **WIC Vendor ID Number**.
8. Enter the **Contact Name**.
9. Enter the contact person's **Contact Telephone Number**.
10. In the **Payment Information** field, enter the payment type(s) and the amount(s).
11. Enter the total **Payment Amount**.
12. You will see the Shopping Cart update on the right hand side of the screen. It shows the type of payment you are making and the dollar amount. There is a projected fee for making an online payment. The fee varies due to the amount of the payment and whether the payment is being made with a credit/debit card or eCheck. To delete the payment, click on the trashcan icon next to the "Retailer" in the shopping cart. To cancel the entire transaction, click on the **Cancel Transaction** button at the bottom of the shopping cart.
13. To continue, click the **Add Item and Checkout** button.
14. The Billing Contact Information screen will come up. You will see the Shopping Cart on the right hand side of the screen. It shows the type of payment you are making "Retailer" and the total dollar amount. There is a projected fee for making an online payment. The fee varies due to the amount of the payment and whether the payment is being made with a card or eCheck.
15. Enter the **Name, Address, City, Country, State,** and **Postal Code** of the Retailer location. Enter the **Email Address** of the person who should receive the receipt for the transaction. In the **Home Phone Number** field, put the retailer phone number.
16. Click the **Next Step: Add Payment Method** button.
17. Choose the **Credit Card or eCheck** payment option and enter the needed information.
18. Click the **Next Step: Review Payment.**
19. Ensure all the information on this screen is correct and indicate whether you agree to the Payment Terms of Service by checking the box.
20. Click the **Make Payment** button at the bottom of the screen if you are ready to make the payment. If needed, you can cancel the transaction by clicking the **Cancel Transaction** button in the shopping cart showing on the right hand side of the screen.
21. After making the payment, a Thank You for Your Payment page comes up. Please print this page for your records. If you entered an email address, you will receive a receipt with the transaction information.