

# INSTRUCTIONS FOR TFS ONLINE PAYMENTS

1. Go to the Dublin City Council webpage [www.dublincity.ie](http://www.dublincity.ie).

The screenshot displays the Dublin City Council website interface. At the top, there is a navigation bar with the council's name in Irish and English, and a search bar. Below this, the main content area is divided into several sections:

- Current Vacancies:** Features a signpost graphic that says "YOUR NEW CAREER". The text below it states: "Dublin City Council invites applications, on the official form, from suitably qualified persons who wish to be considered for inclusion on a panel from which a vacancy for Assistant Court Registrar (Temporary) and Court Registrar (Temporary) may be filled. Completed application forms should be submitted not later than 5.00 p.m. on Thursday 6th November 2014. More..."
- News:** Contains two news items:
  - Green oasis in Dublin 7:** "On Saturday 18th October, 2014 at 12 noon the Lord Mayor, Christy Burke, will officially open Mary's Abbey Community Garden located just off Capel Street on the corner of Mary's Abbey and Arna Street East, Dublin 7. Read more > 17th October"
  - Football Pitches Playability:** "Please click here for playing conditions of our football pitches for the week ending 18th/19th October 2014. Read more > 17th October"
- Major alerts:** A red banner with a warning icon stating "Click here for alerts - No active alerts". Below it, "Emergency numbers:" are listed: "Fire Brigade and Ambulance: 999 or 112", "Dangerous Buildings: (01) 670 73 16", and "All Other Services: (01) 670 61 86".
- Dublin City Council on Twitter:** A blue banner with a right-pointing arrow.

At the bottom of the page, there is a social media widget showing a tweet from DCC: "DCC is proud to host @bramstowerdub. RT for the chance to win 2 tickets to 18th premiere of 'The Curse of Strahd' starring Stephen Rea - 12 Nov".

2. Click on the tab “I want to” and select the “Pay for it” option

The screenshot shows the Dublin City Council website interface. At the top, there is a navigation bar with the following items: "Main Menu", "I want to", "Contact Us", "Láthair Ghairbh", and "Map Zone". Two red arrows point to the "I want to" and "Pay for it" options. Below the navigation bar, there are four tabs: "Apply for it", "Find it", "Pay for it", and "Report it". The "Pay for it" tab is selected, and it displays several news items, including "HIDDEN ROOMS on Tuesday 25th and Wednesday 26th November 2014", "Green oasis in Dublin 7", and "Football Pitches Playability". At the bottom of the page, there are sections for "Most popular" (Planning, Libraries, Your Council) and "Major alerts" (Emergency numbers, Dublin City Council on Twitter).

3. Select "Other Payments" from the list of options.

**Secure Online Payments**

Welcome to the Dublin City Council 24 hour secure internet payments service. You may make a variety of payments using this secure site with most major credit or debit cards (not Diners Card or American Express).

**What may I pay?**  
You may pay for any of the accounts shown below by clicking on the selected item.  
Additional services will be added as we continue to develop this facility.

**Please select from the following list:**

- Housing Loans
- Litter Fines
- Housing Rents
- Tenant Purchase
- Parking Permits renewal 1 Year
- Parking Permits renewal 2 Years
- Metered Water
- Fixed Water
- Invoicing
- Other Payments**

**Security Information**

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key length of 128 bits, which is the highest level commercially available. Your payment card details are directly processed by the Payment Management Division of Capita Software Services, a leading provider of secure online payments services to local government, and are not collected nor accessible by the Council.

Capita Software Services' online payment management solutions are independently and rigorously security assessed, and are certified by Visa and MasterCard as a Payment Card Industry Data Security Standard (PCI DSS) Level 1 payment processor. Further information about this payment card security standard can be found at [http://www.pcisecuritystandards.org/security\\_standards/pci\\_dss.shtml](http://www.pcisecuritystandards.org/security_standards/pci_dss.shtml)

**CAPITA**



5. Select your payment type from the 3 options given.



6. Enter the information requested on the form. Click on "Continue" and you will be passed to the payment screen where your credit/debit card details will be requested.

The screenshot shows a web browser window with the address bar displaying a URL from 'ip.e-paycapita.com'. The page title is 'Secure Online Payments'. Below the title, there are two columns of form fields. The left column is labeled 'Mandatory Fields' and includes: 'Payment For', 'TFS Reference Number \*' (with the value 'E123456'), 'Account Name \*', 'Address 1 \*', 'Address 2', 'Address 3', 'Address 4', 'Postal District \*', and 'Amount \* €' (with the value '0.00'). The right column is labeled 'Transfer/Order/Invoice Notifications'. Below these fields, there is a text prompt: 'If you wish to send a message with your payment, please use the message box below.' followed by a 'Message Box' label and a large empty text area. At the bottom of the form, there are three buttons: 'Continue', 'Reset', and 'Back'. A large red arrow points to the 'Continue' button. The Windows taskbar is visible at the bottom of the screen.

7. Enter your credit card/debit card details to make the payment. The email address you give on this form will be the one that the receipt is sent to when the transaction is processed.

Dublin City Council  
Communities, Culture, Health, Arts & Sport

Secure Online Payments

   

All fields marked \* are mandatory

Amount €0.00

Card Number\*

Card Holder Name\*

Expiry Date\*

Issue Number

Start Date

Please enter the 3 digit security code printed on the back of your card, leave this field blank if not applicable.

Security Code

Please enter a valid e-mail address if you would like to receive an electronic receipt for your payment.

E-Mail Address

Confirm E-Mail Address

Note: Clicking on the links below will open a new browser window

  