



## Making a Registration Drop Off Email Initiated Payment

The RMV has added an option that allows eligible Registration Drop Off customers to make online payments. This new option will simplify the Registration Drop Off process and make the pickup of your work seamless. When your transaction has been processed, the RMV will send you an email with a link to submit your payment for all transactions using a credit/debit card or a bank account. After payment is received, your transactions will be reviewed and completed by the Registration Drop Off clerk. You will receive a phone call or email when your plates and or registration is ready for pick up.

### Email Address:

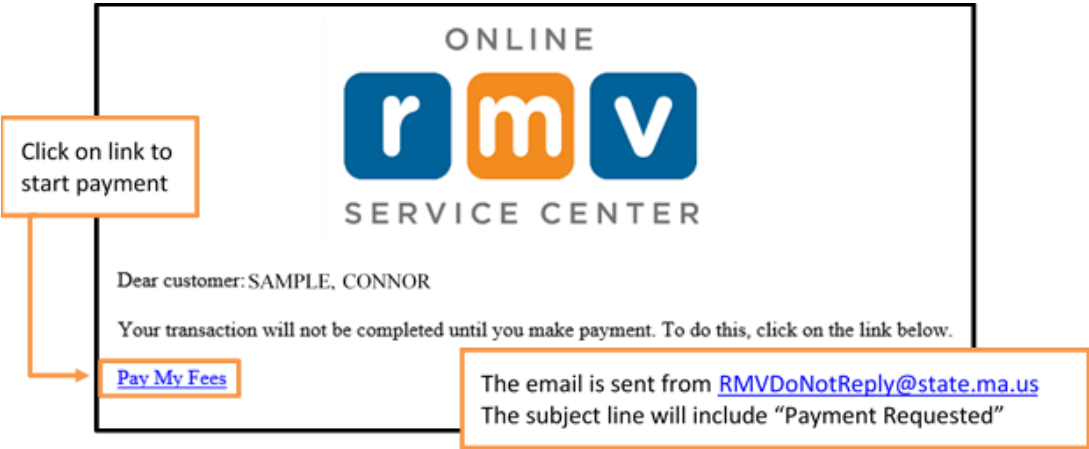
To use this option, an email address needs to be provided when dropping off the paperwork. The provided email address should be for the person who is paying the transaction fees. This email should NOT be forwarded to a third party for payment.

### Email Initiated Payment Limitations:

Paperwork should be split into multiple bundles by the person dropping off the paperwork in order to have the clerk send multiple emails for payment. Businesses can continue to pay for bundles that include multiple customer transactions with multiple individual completed checks. And while the RMV is still accepting blank checks for drop-off transactions, that option is being phased out and you are encouraged to take advantage of the new email payment option.

**Follow these steps to make your online payment when you receive your personalized email-initiated payment link from the RMV.**

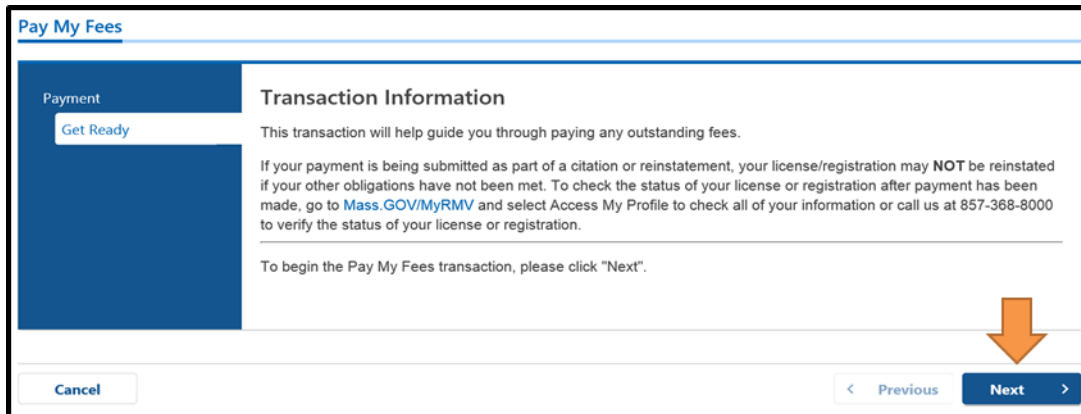
- 1 Open the RMV email and click on the **Pay My Fees** hyperlink. The email is sent from [RMVDoNotReply@state.ma.us](mailto:RMVDoNotReply@state.ma.us) and the subject line will include "Payment Requested". Below is a sample of the email you will receive.



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Read the information about completing an online transaction, then click the **Next** button.



**Pay My Fees**

Payment  
Get Ready

### Transaction Information

This transaction will help guide you through paying any outstanding fees.

If your payment is being submitted as part of a citation or reinstatement, your license/registration may **NOT** be reinstated if your other obligations have not been met. To check the status of your license or registration after payment has been made, go to [Mass.GOV/MyRMV](https://www.mass.gov/myrmv) and select Access My Profile to check all of your information or call us at 857-368-8000 to verify the status of your license or registration.

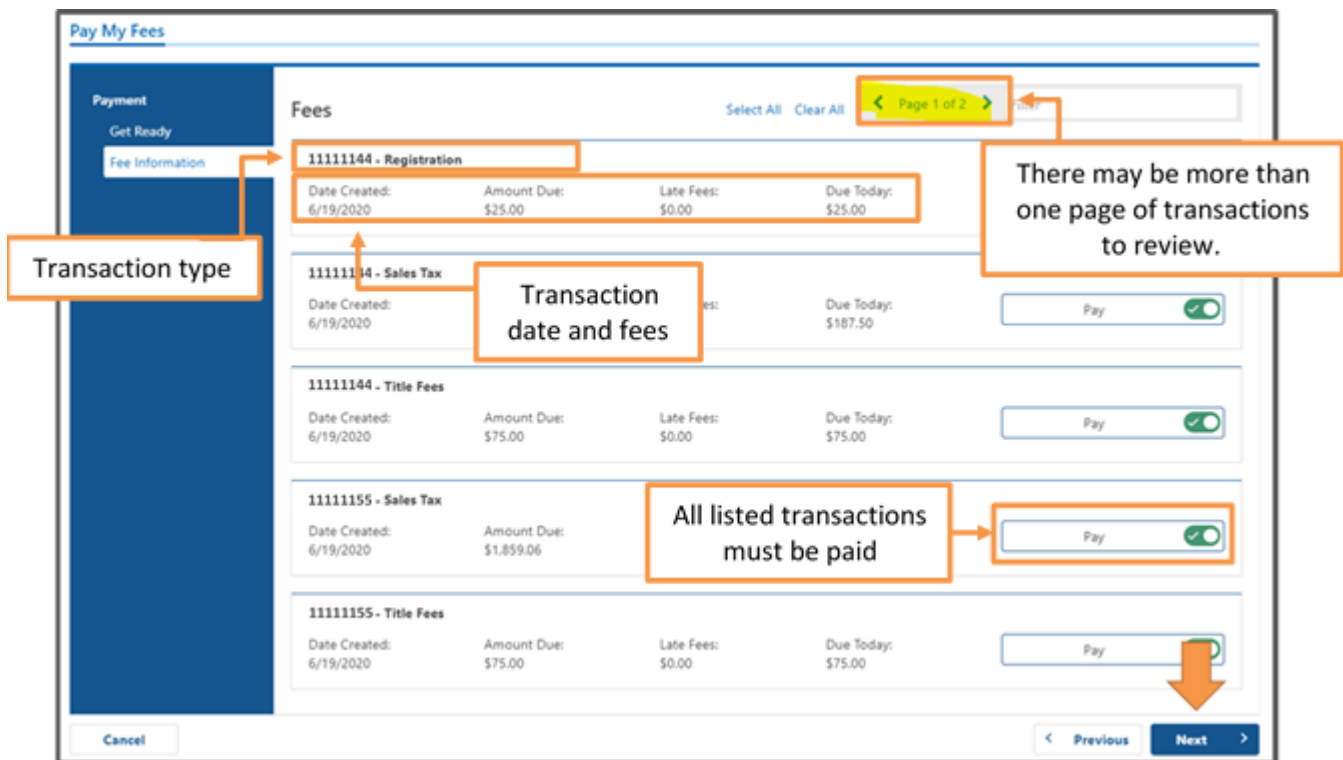
To begin the Pay My Fees transaction, please click "Next".

Cancel Previous **Next**

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Review the transaction type and fees, then click the **Next** button.

- Note:** If you are using the email-initiated payment option, you must pay for all transactions included in your bundle at once using one payment method. All of these transactions will be listed as seen in the diagram below.



**Pay My Fees**

Payment  
Get Ready  
Fee Information

Select All Clear All Page 1 of 2

Transaction ID	Transaction Type	Date Created	Amount Due	Late Fees	Due Today	Pay
11111144	Registration	6/19/2020	\$25.00	\$0.00	\$25.00	<input type="checkbox"/>
11111144	Sales Tax	6/19/2020	\$187.50		\$187.50	<input checked="" type="checkbox"/>
11111144	Title Fees	6/19/2020	\$75.00	\$0.00	\$75.00	<input checked="" type="checkbox"/>
11111155	Sales Tax	6/19/2020	\$1,859.06			<input checked="" type="checkbox"/>
11111155	Title Fees	6/19/2020	\$75.00	\$0.00	\$75.00	<input type="checkbox"/>

Cancel Previous **Next**

Transaction type

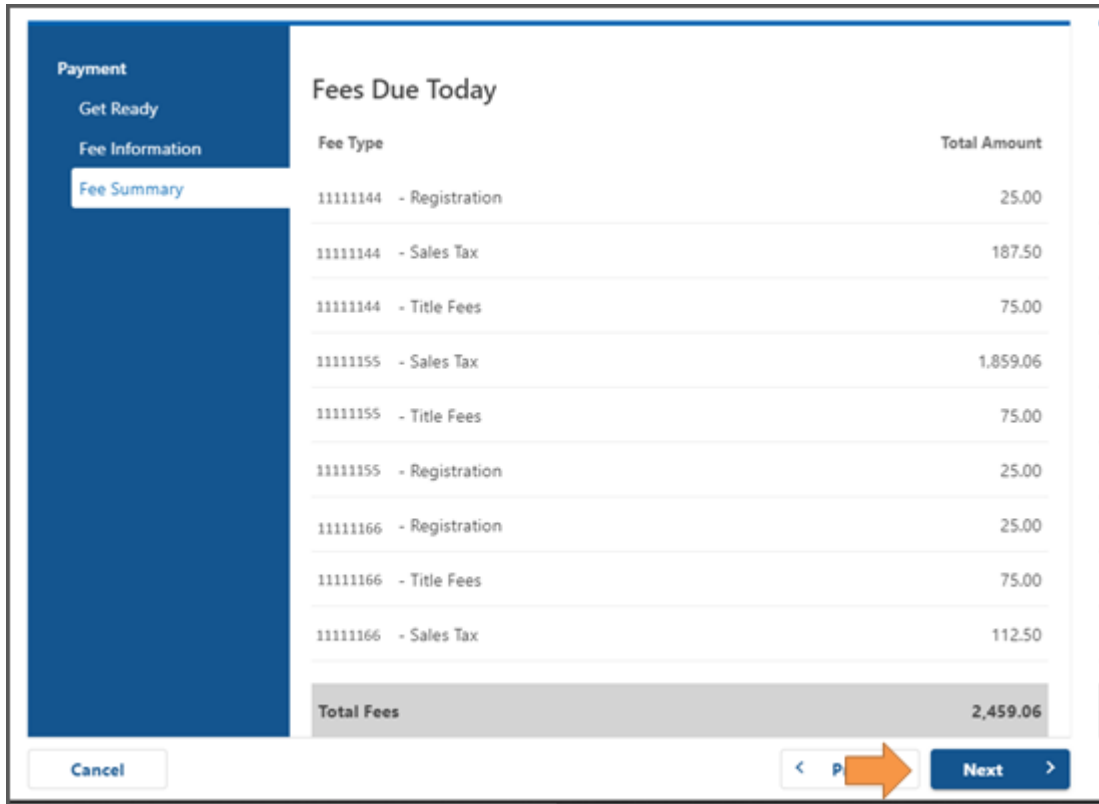
Transaction date and fees

All listed transactions must be paid

There may be more than one page of transactions to review.

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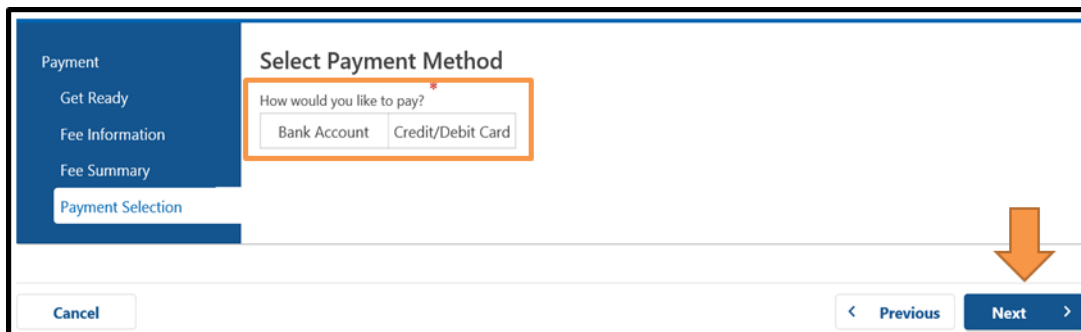
Review the fee summary, then click the **Next** button.



Fee Type	Total Amount
11111144 - Registration	25.00
11111144 - Sales Tax	187.50
11111144 - Title Fees	75.00
11111155 - Sales Tax	1,859.06
11111155 - Title Fees	75.00
11111155 - Registration	25.00
11111166 - Registration	25.00
11111166 - Title Fees	75.00
11111166 - Sales Tax	112.50
<b>Total Fees</b>	<b>2,459.06</b>

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Select the **Bank Account** button or **Credit/Debit Card** button based on how you would like to pay the transaction fees, then click the **Next** button.



How would you like to pay?

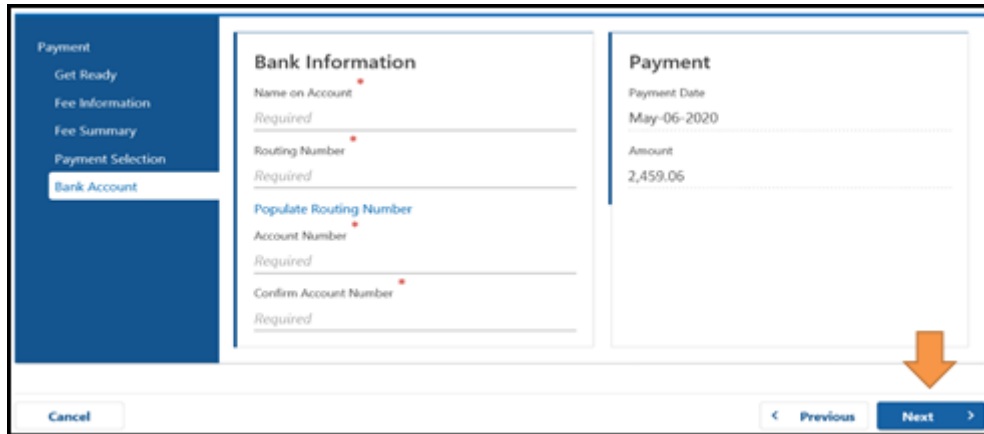
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**Bank Account:** If you are using your bank account to pay the transaction fees, complete the **Bank Information** fields, then click the **Next** button.



If you instead plan to use your Credit/Debit Card, you will automatically be brought to the next window (see Step 7).



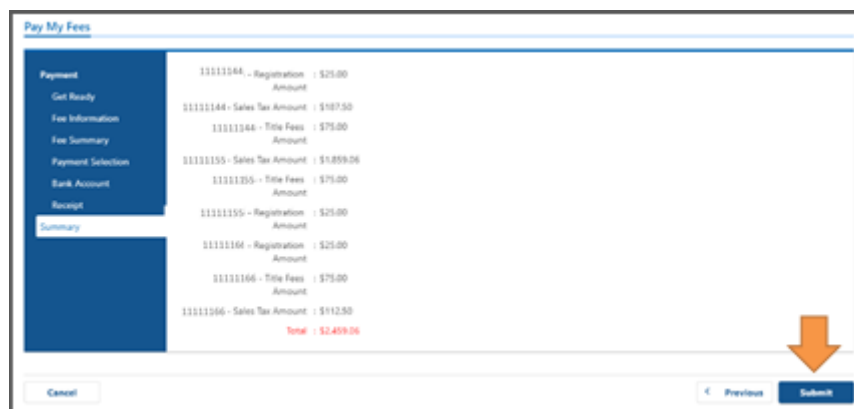
7

Enter your email address into the open **Email Address** and **Confirm Email Address** fields, then click the **Next** button.




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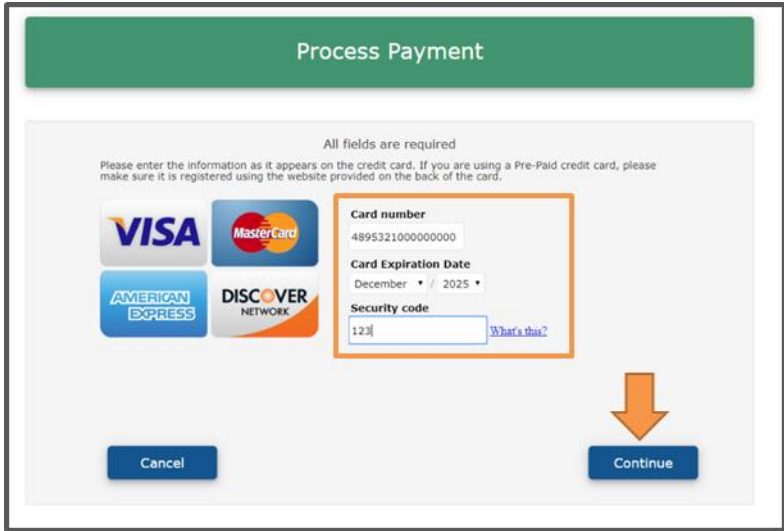
Review the final summary of your payment, then click the **Submit** button.



Item	Amount
11111044 - Registration	\$25.00
11111144 - Sales Tax Amount	\$187.50
11111144 - Title Fees	\$75.00
11111155 - Sales Tax Amount	\$1,859.06
11111155 - Title Fees	\$75.00
11111155 - Registration	\$25.00
11111164 - Registration	\$25.00
11111166 - Title Fees	\$75.00
11111166 - Sales Tax Amount	\$112.50
<b>Total</b>	<b>\$2,459.06</b>

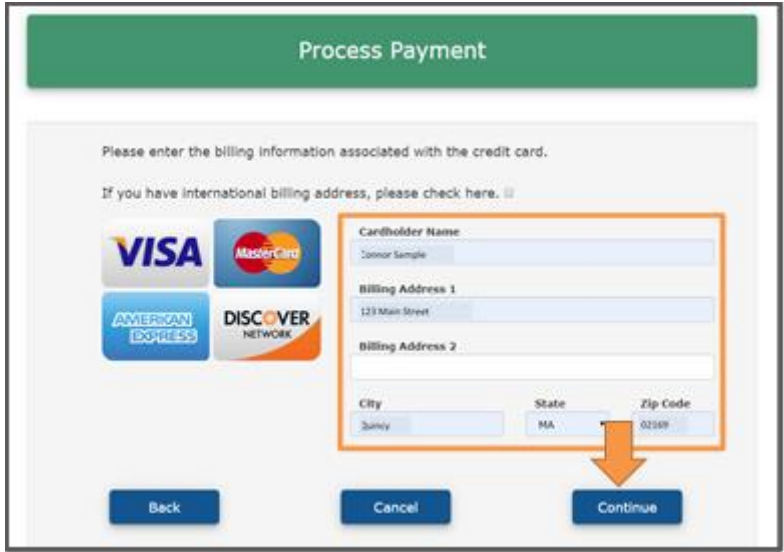
**9** **Credit/Debit Card:** If you are using your credit/debit card to pay the transaction fees, complete the **Card number**, **Expiration Date** and **Security Code** fields, then click the **Continue** button.

 If you selected to use your Bank Account instead, you will automatically be brought to the confirmation window (see Step 10 below).



The screenshot shows a 'Process Payment' form with a green header. Below the header, it says 'All fields are required' and 'Please enter the information as it appears on the credit card. If you are using a Pre-Paid credit card, please make sure it is registered using the website provided on the back of the card.' There are logos for VISA, MasterCard, AMERICAN EXPRESS, and DISCOVER NETWORK. The form fields are: Card number (4895321000000000), Card Expiration Date (December / 2025), and Security code (122). A blue box highlights the Card number, Expiration Date, and Security code fields. A large orange arrow points down to the 'Continue' button. There is also a 'Cancel' button.


**10** **Credit/Debit Card:** Complete the **Cardholder Name** and **Billing Address** fields, then click the **Continue** button.



The screenshot shows a 'Process Payment' form with a green header. Below the header, it says 'Please enter the billing information associated with the credit card.' and 'If you have international billing address, please check here. ☐'. There are logos for VISA, MasterCard, AMERICAN EXPRESS, and DISCOVER NETWORK. The form fields are: Cardholder Name (Doror Sample), Billing Address 1 (123 Main Street), Billing Address 2, City (Doroty), State (MA), and Zip Code (02345). A blue box highlights the Cardholder Name, Billing Address 1, Billing Address 2, City, State, and Zip Code fields. A large orange arrow points down to the 'Continue' button. There are also 'Back' and 'Cancel' buttons.

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**Credit/Debit Card:** Review the payment information and select the **I have read and accept the above terms and condition** checkbox, then click the **Submit** button.



Please review the information below to be sure it is correct and complete. If there are any errors, use the buttons below to go back and correct your information. If you enter incomplete or inaccurate information, your transaction may not be completed.

Payment Method : Visa Card  
Payment Amount : \$2459.06

Card Number : 489532xxxxxx0000  
Expiration Date : 12/25  
Cardholder Name : Connor Sample  
US Billing Address : 123 Main Street  
Billing City, State/Zip : Quincy, MA 02169

**Terms and conditions:**

By checking the box below, I certify that I am an authorized credit card user for the above referenced credit card. I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement.

Generally RMV transactions are non-refundable. If you believe you are entitled to a refund or rebate, please check links below for further information.  
[Rebate/Refund Application](#)  
Additional information

**I have read and accept the above terms and conditions.**(Terms and Conditions must be accepted before continuing.)

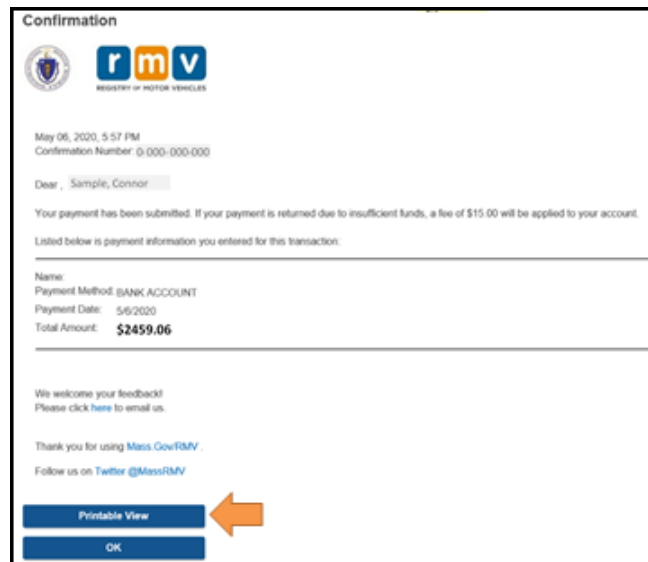
If you require assistance, please contact us at 857-368-8000 or [click here](#) to email us.

**ONCE YOU CLICK SUBMIT, PLEASE DO NOT REFRESH, CLICK THE BROWSER BACK BUTTON, CLOSE YOUR BROWSER. YOUR CARD MAY BE CHARGED WITHOUT UPDATING THE TRANSACTION.**


Back Cancel Submit

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**Congratulations!** You have successfully completed your online payment. You can now choose to print a copy of the confirmation letter by clicking the **Printable View** button. You will also receive an email with a confirmation letter and receipt attached.



Confirmation



May 06, 2020, 5:57 PM  
Confirmation Number 0 000-000-000

Dear , Sample, Connor

Your payment has been submitted. If your payment is returned due to insufficient funds, a fee of \$15.00 will be applied to your account.

Listed below is payment information you entered for this transaction:

Name:  
Payment Method: BANK ACCOUNT  
Payment Date: 5/6/2020  
Total Amount: **\$2459.06**

We welcome your feedback!  
Please [click here](#) to email us.

Thank you for using Mass.Gov/RMV.  
Follow us on Twitter @MassRMV

Printable View OK

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At this point the Registration Drop Off clerk will review and complete the transaction. You will receive a phone call or email when your plates and or registration is ready for pick up.