

# Instructions for filling out the ICN Invoice Payment Form and Processing your Payment:



1. Click on the form link and fill out the required information including your Business Name, City, your ICN Account Number, Invoice Number and Amount on this ICN Payment Form.  
[https://stateofiowa.seamlessdocs.com/f/ICN\\_Invoice\\_Payment\\_Form](https://stateofiowa.seamlessdocs.com/f/ICN_Invoice_Payment_Form)

Invoice Payment Form

**Iowa Communications Network**  
Grimes State Office Building  
400 East 14th Street  
Des Moines, IA 50319-9000  
877-426-4692  
ICNAccountsReivable@iowa.gov

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*Please remember that NO Personally Identifiable Information (PII) should be included in the invoice form (credit card, social security number, birth date, etc.)*

**Customer/Account Information**

Business Name

Street Address

City

State  Zip Code

Phone Number

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**Payment Information**

Account #	<input type="text"/>	Invoice #	<input type="text"/>	Amount	<input type="text"/>
Account #	<input type="text"/>	Invoice #	<input type="text"/>	Amount	<input type="text"/>
Account #	<input type="text"/>	Invoice #	<input type="text"/>	Amount	<input type="text"/>
Account #	<input type="text"/>	Invoice #	<input type="text"/>	Amount	<input type="text"/>
Account #	<input type="text"/>	Invoice #	<input type="text"/>	Amount	<input type="text"/>

Total Payment Amount

There will be an additional service fee of \$0.29 for processing and Electronic Check. It will appear as a separate transaction. Currently there will not be an additional service fee for processing ACH, Debit and Credit Card transactions. However, this may change in the future.

Comments:

**ATTENTION: TO PREVENT RETURNED PAYMENTS, PLEASE NOTIFY YOU BANK IMMEDIATELY TO REMOVE DEBIT BLOCKS FOR COMPANY IDs 426004579W and AA26004579.**

2. You can add additional comments in the box provided.
3. You will have the option to **download** or **print** the form before submitting the payment.



## Instructions for filling out the ICN Invoice Payment Form and Processing your Payment:



4. Once you have filled out the required fields on the form, then click on the “**Submit**” button. This will automatically redirect you to the State of Iowa’s Electronic Payment Solutions (**US Bank’s secure payment** page to process your payment).  
>> Your banking and credit card information will be kept private and secure.
5. At the payment page, you have the option to pay by **Debit Card, Credit Card or by "Electronic Check"**.
6. There may be additional service fee for either method as a separate transaction.
7. **For the Electronic Check**, you will pay **\$0.29 in fees** (less than the cost of a stamp!)  
>> An Electronic Check is a method of electronically transferring funds from your checking account to the state's bank account. The information you will need to use this payment method is the information from one of your checks.
8. **For ACH, Debit and Credit Cards**, you will not be charged an additional fee at this point in time. However, **this may change in the future**. We accept Visa, MasterCard, Discover, and American Express cards.
9. Please remember that NO Personally Identifiable Information (PII) should be included in the invoice form (credit card, social security number, birth date, etc.)
10. **To prevent returned payments, please notify your bank immediately to REMOVE Debit Blocks for company ID’s 426004579W and AA26004579.**
11. Please fill out all of the required information and select a payment method. If you are using a business checking account, make sure you click on the box that says “This is a Business Account,” below the bank account type. You can then click on the **Continue** button to review the payment.

# Instructions for filling out the ICN Invoice Payment Form and Processing your Payment:





Iowa Government Online

Electronic Payment Solutions

## Make a Payment

My Payment

State of Iowa TEST site

Amount Due \$1,234.56

Payment Information

Frequency One Time

Payment Amount \$1,234.56

Payment Date Pay Now

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City/Town

State/Province/Region

Zip/Postal Code

Country

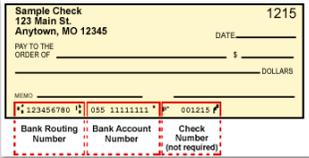
Phone Number

Email Address

[Become a Registered User](#)

Payment Method

Payment Method



Sample Check 1215  
123 Main St.  
Anytown, MO 12345  
DATE \_\_\_\_\_  
PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS  
MEMO \_\_\_\_\_  
123456789 055 11111111 001215

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Re-enter Bank Account Number

Bank Account Type  Checking  Savings  
 This is a business account

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Continue](#) [Cancel](#)

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | 

## Instructions for filling out the ICN Invoice Payment Form and Processing your Payment:



12. You have the option to click on the link [Become a Registered User](#). As a registered user, you will have access to additional features such as saving your payment information and viewing your payment history. You will need to create a User ID, password and set up security questions.

<b>Country</b>	<input type="text" value="USA"/>
<b>Phone Number</b>	<input type="text" value="555155555"/>
<b>Email Address</b>	<input type="text" value="jane.doe@iowa.gov"/>

[Become a Registered User](#) 

As a registered user, you will have access to additional features such as saving your payment information and viewing your payment history

### User Registration

User ID	<input type="text"/>
Password	<input type="password"/>
Re-Enter Password	<input type="password"/>
Security Question	<input type="text" value="Select"/>
Answer	<input type="text"/>
Security Question	<input type="text" value="Select"/>
Answer	<input type="text"/>
Security Question	<input type="text" value="Select"/>
Answer	<input type="text"/>

[Complete Registration](#) [Cancel](#)

powered by 

[Customer Service](#) | [Help](#) | [Privacy Policy](#) |  [Security](#)

# Instructions for filling out the ICN Invoice Payment Form and Processing your Payment:



13. The following screen will pop up to review the payment to verify the information is correct.



Iowa Government Online

Electronic Payment Solutions

## Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

### Payment Details

<b>Description</b>	State of Iowa TEST site 3 State of Iowa TEST site State of Iowa TEST site
<b>Payment Amount</b>	\$1,234.56
<b>Convenience Fee</b>	\$3.00
<b>Total Amount</b>	\$1,237.56
<b>Payment Date</b>	04/10/2019

### Payment Method

<b>Bank Routing Number</b>	073000545
<b>Bank Name</b>	US BANK NA
<b>Bank Account Number</b>	*9999
<b>Bank Account Type</b>	Checking
<b>Bank Account Category</b>	Business
<b>Confirmation Email</b>	jane.doe@iowa.gov

### Contact Information

<b>First Name</b>	Jane
<b>Last Name</b>	Doe
<b>Company</b>	ABC Library
<b>Address 1</b>	123 456th Avenue
<b>City/Town</b>	Des Moines
<b>State/Province/Region</b>	IA
<b>Zip/Postal Code</b>	78901

# Instructions for filling out the ICN Invoice Payment Form and Processing your Payment:



14. Once you have reviewed the payment, you can click on the Accept Terms and Conditions and click on the **confirm** button.

**Payment Method**

**Bank Routing Number** 073000545  
**Bank Name** US BANK NA  
**Bank Account Number** \*\*\*\*9999  
**Bank Account Type** Checking  
**Bank Account Category** Business  
**Confirmation Email** jane.doe@iowa.gov

**Contact Information**

**First Name** Jane  
**Last Name** Doe  
**Company** ABC Library  
**Address 1** 123 456th Avenue  
**City/Town** Des Moines  
**State/Province/Region** IA  
**Zip/Postal Code** 78901  
**Country** USA  
**Phone Number** 5555155555  
**Email Address** jane.doe@iowa.gov

frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by cancelling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a convenience fee is added to the transaction, I understand that the convenience fee displayed will be included in the total payment amount.

**I accept the Terms and Conditions**

**Confirm** [Back](#)

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# Instructions for filling out the ICN Invoice Payment Form and Processing your Payment:



- 15. You will receive a **confirmation number** and will have the ability to print this page for your records. You will also receive an email confirming the payment you processed.

**Confirmation**

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTS3006992808**

**Payment Details**

<b>Description</b>	State of Iowa TEST site 3 State of Iowa TEST site State of Iowa TEST site
<b>Payment Amount</b>	\$1,234.56
<b>Convenience Fee</b>	\$3.00
<b>Total Amount</b>	\$1,237.56
<b>Payment Date</b>	04/10/2019
<b>Status</b>	SCHEDULED

**Payment Method**

<b>Bank Routing Number</b>	073000545
<b>Bank Name</b>	US BANK NA
<b>Bank Account Number</b>	*9999
<b>Bank Account Type</b>	Checking
<b>Bank Account Category</b>	Business
<b>Confirmation Email</b>	jane.doe@iowa.gov

**Complete**

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- 16. You can click on the complete button and then you will have the option to **Print this Page** or **email** a copy of the completed form to yourself.

## **Instructions for filling out the ICN Invoice Payment Form and Processing your Payment:**



17. ICN will receive a file from US Bank and a document from the Iowa Department of Administrative Services letting us know that your payment was processed. We will then post the payment information to your ICN account accordingly.

### **Supported Internet Browsers:**

Chrome, Microsoft Edge, Internet Explorer, Firefox, and Safari.

### **Questions:**

Kammy McHone  
Iowa Communications Network  
phone: 515-725-4666  
email: [kammy.mchone@iowa.gov](mailto:kammy.mchone@iowa.gov)