



HOW TO MAKE A CPF ASSESSMENT PAYMENT ONLINE USING AIS

Login to the AIS - ATTORNEY PORTAL.

Compliance Summary ✘	Update Personal Details	File Pro Bono Report	File IOLTA Report	Pay Assessments	Disciplinary/Administrative Actions
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Compliance Item	Status	Detail
CPF	✘	Payment Due. Click 'Pay Assessments' tab to make payment or to download invoice.
TIN	✔	Reporting Current.
Pro Bono	✔	Reporting Current.
IOLTA	✘	Reporting Due. Click 'File IOLTA Report' tab to file your report.

Select the Pay Assessments TAB.

Pay Assessments

To make a payment:
Begin by selecting the **Start Payment** button.

Invoice Summary						
Fees (+)	Reinstatement Fees (+)	Other (+)	Amount Due	Paid (-)	Date Paid	
\$0.00		\$0.00	\$0.00	\$130.00	08/29/2018	
\$25.00		\$0.00	\$0.00	\$155.00	12/08/2017	
\$0.00		\$0.00	\$0.00	\$130.00	08/15/2016	
\$75.00	\$50.00	\$0.00	\$255.00	\$0.00		
Invoice Balance :				\$255.00		
Other Balance :				\$0.00		
Total Amount Outstanding :				\$255.00		
				<div style="border: 2px solid red; border-radius: 10px; padding: 2px 10px;">Start Payment</div>		

*Credit card payment only.
*A Third Party service fee will be applied.

Attorneys are required to verify their TIN as part of their annual assessment reporting requirement.

Tax ID Number (TIN) Verification

Please confirm the Tax ID information before proceeding with the payment.

Total Amount Due : \$255.00

Federal Tax ID Reporting

No, I do not have a Tax ID

Yes, I have a Tax ID as given below

TIN: Format: XXXXXXXXXX or XX-XXXXXXX

Last Reported: 06/27/2019 06:48:56 PM

I confirm that the above Federal Tax ID information is accurate.

Next



The Attorney completes the TIN reporting then selects the **Next** button to display the online payment screen. The attorney will verify the information displayed on the screen, verify the email address is where they want the receipt emailed, complete the payment/Credit Card information then select the **Pay Now** button.

The Credit card payment will be processed. *Only process the card once.*

Agency Amount	\$255.00
LexisNexis Service Fee	\$4.75
Total Payment Amount	\$259.75

First Name* Last Name*

Address Type

Billing Address Line1 Billing Address Line2

Billing City Billing State

Billing Zip Code

Email Address* Phone Number

Payment Type* Credit Card

Credit Card Number* Card Expiration*

By checking the box, you are authorizing the payment of the agency amount plus the LexisNexis service fee.

Pay Now

[Privacy](#) [Terms](#) [Contact Us](#)



It will show as processing:

Processing

[Privacy](#) [Terms](#) [Contact Us](#)



A Payment Summary will display in a separate window and can be printed. Select the 'x' in the upper right corner to close that window.

Assessment Online Payment

Attorney Number:

Payment Receipt will be sent to the email address provided.

Payment Summary

Attorney:
Name:

Close window (x)



Attorney Information System

The Attorney will return to the Attorney Portal > Pay Assessments TAB to confirm payment has been made. A \$0.00 balance should be displayed. A receipt will be emailed to the email address entered in the payment window. If a receipt is not sent the Attorney can print a receipt from AIS.

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