

## **MAKING PAYMENT BY CREDIT/DEBIT CARD**

The Crawford County Airport Board is pleased to make available to you the ability to make payments for hangar rental or tiedown fees using your credit or debit card.

You can make payment via either telephone or secure internet. In either case, the payment will be processed by Government Payment Service, Inc. (GovPayNet), a provider of payment services for Crawford County. They are an independent company and charge you a fee for handling payments. The fee for internet transactions is 3.5% of the payment amount, with a minimum fee of \$3.50 per transaction, and 5.0% of the payment amount for telephone transactions, with a minimum fee of \$5.00 per transaction. Your card account will show payment to GovPayNet. GovPayNet does not store your card information and complies with all privacy and security standards for card payment transactions.

### **Internet Transaction**

For an internet transaction, you can use your own computer or our flight planning computer in the terminal building.

- On our terminal computer, just click on the desktop icon for GovPayNet, or go to <https://www.GovPayNOW.com> and use Payment Location Code (PLC) 6775. We also provide a card reader for convenience, so you can just swipe your card and you don't have to manually enter all the card account information.  
To use the card reader, follow the foregoing procedure until you get to the data entry page. Make sure the cursor is in the first field and swipe the card. The needed data should populate the fields in the form. Some fields will show MSR (Magnetic Stripe Reader); there is no need to enter anything further in those fields. You will need to manually enter the CVV (three-digit code on the back of your card).
- On your own computer, go to <https://www.GovPayNOW.com>, and enter Payment Location Code (PLC) 6775. Your browser should show a secure connection and you can view the security certificate.

For both cases, just follow the on-screen instructions. At the end, you will be given a transaction reference (confirmation) number.

If you are paying for transient hangar storage or ramp parking, enter the number of nights. If you are paying monthly hangar rental, enter the month the payment is for (payments are due on the first of the month for that month).

Enter the amount of payment due. Transient rental is \$20/night for the first four nights, then \$10/night thereafter, not to exceed \$250 for a thirty-day period beginning on the first night of rental. The thirty-first day begins a new 30-day period at \$10/night NTE \$250.

The rest of the process should be straightforward. You will receive a confirmation number and will have the option for an email confirmation.

### **Telephone Transaction**

If you don't have access to a computer, you can make your payment via telephone. Call 888-604-7888, follow the instructions and provide the requested information. It will be the same information needed for the internet transaction. The Payment Location Code (PLC) is 6775.