Guest Payments

In order to process a credit card payment for MSD services without registering for an account, you will need to know the application number. The Application number can be found on the email listing the charges and amount due.

1. From the MSD eService portal page (https://eservice.louisvillemsd.org/), click the Guest Payment option.

2. Type the application number in the field, and click the search button.
3. Enter the **Payment Amount** in the field, and then click **Checkout**. Memo is option. *There will be a 3% transaction fee applied to the charge.*

![Guest Payment Portal](image)

- **Partial Payments are not recommended** when paying as a guest because you cannot direct where the payment amount will be applied if there are multiple charges.

4. You will receive a Payment Processing popup. Click **OK** to be directed to the third party payment website.

![Payment Processing](image)

**Credit Card Payment Processing**
There is a **3% processing fee** charged for all credit card payments made through the third party Elavon.
1. From the third party website click the **Checkout** button.

![Checkout Button Image]

2. Enter the requested information to make the payment. Click the **Submit Payment** button when ready to confirm payment.

![Payment Form Image]
3. You will receive a **Payment Confirmation** if the payment was processed successfully.

![Payment Confirmation Image]

a. **Print Receipt** will print this confirmation page.
b. **Return to Guest Payment** window will return you to the application search menu.

**Cancel Payment**

Before completing the payment you have the option to cancel.

1. From the Payment window, click the **Back to Order Section** button.
2. In the next window, click the **Cancel Payment** button.

![Cancel Payment Button](image1)

3. You will be promoted to confirm your selection.

![Confirmation Dialog](image2)

   a. Yes: stay on the eService Portal page, and you can search for another application.
   
   b. No: stay you will stay on the page.