

How-to Guide



Adding Custom Fields to Payment Pages

PSN's payment pages are customizable which can give you more information about the customer or payment being made. You can go online to add fields that your customers must complete during the payment process. Examples of customized fields include citation number, phone number, reason for payment (application, fine, parking, etc.).

Customized fields are a great way to identify payments when your software is not integrated with PSN. You can also dictate what information is allowed in these fields (minimum/maximum number of characters, alpha and/or numeric). To add required fields, follow the steps below.

1. Click on the **MANAGE ACCOUNT** tab and select "Customize Payment Process"
2. To add a required field, select "Add New Field"
 - a. Here you will enter the following:
 - i. The field name (Citation Number, Tax ID, etc.)
 - ii. As applicable
 1. Maximum character length
 2. Minimum character length
 3. What the field needs to begin with. Example: Must begin with a "G"
 4. What the field needs to end with. Example: Must end with a "4"
 5. Select the check box for "Numeric Only" if the field can only contain numbers
3. Select "Confirm" which activates the field(s) on the payment pages
4. To view the new fields, select "Make Immediate Payment" in QUICK LINKS

Still need assistance...

If you require additional help, please submit a TICKET by logging into the PSN Account Management Center; in QUICK LINKS, select "Submit/Monitor Tickets." Your question will be addressed within one business day.

