Payments

1. Welcome to the Mediation Tribunal Association Online Case Evaluation training.

2. This tutorial will guide you "To Make Payments/ Pay Fees" toward your cases.

3. To proceed with this tutorial, you must have already registered for an account with the MTA application. If you have not registered yet, please view our initial tutorial on "how to register and log in" to the application.

4. To begin, log in to the site **www.mediationtribunal.org**.

5. Once the site loads, please find the **MTA LOG IN** icon and login with your account details.

6. Once logged in, a timer starts counting down the duration on inactivity. For your security, the system automatically logs you off upon 20 minutes of inactivity. When clicked on something, the clock refreshes itself.

7. If you are an Attorney and not an Evaluator, you will have only one option on the left navigation bar, with a disc icon.

8. If you are an Attorney and also an Evaluator, you will have two options.
   a. You can either view your cases as an attorney (disc icon)
   b. Or else, your cases as an evaluator (headphones Icon)

9. When clicked, it opens up to either "My Cases as Attorney" and/or "My cases as Evaluator" with a clickable "My cases" right below, please click to view your cases.

10. You will then be redirected to either to an "ATTORNEY VIEW" (If "My Cases as Attorney" is clicked) or Evaluator View (If "My Cases as Evaluator" is clicked), where you can view your cases ordered by current date.

11. You can choose the Date filter or Case Number filter to choose the case of your selection.

12. Once you have the case, if you wish to make a payment towards the case, please find the "Manage Fees and Payments" under the "Actions" tab.

13. You will then be redirected to "FEES AND PAYMENTS" screen, which gives you a detailed summary of the Case Information and any balance you owe on the case.

14. If no balance is owed, you will be shown "*No balance is owed*" message.

15. If you are willing to make the payment, please click the "Submit Payment" button which will then take you to the "SUBMIT PAYMENT" screen (payment portal), where you can pay the amount using your credit/debit card (either Master or Visa).

16. Please follow the directions to make the payment and click "Submit Payment" to finish paying your fee.

17. Upon successful transaction, the amount would be deducted from your card/account and would be applied towards the case.

18. If you wish to edit your information or log off at any moment of time, click on the banner where it says "Hello <your first name> <last name>" located on the top right corner, to drop down two options,
    a. My profile -> where you can edit your current profile information.
    b. Logout -> to logout of the system.

Thank you.