

# How to Make a Credit/Debit Payment Online

1. Go to [www.officialpayments.com](http://www.officialpayments.com)
2. Click on the “Local Payments” option.
3. In the dropdown menu on the right side of the page:
  - State or Territory: Select “Missouri”
  - Payment Entity: Select “Lake Saint Louis, City of”
  - Payment Type: Select “Merchant/ Liquor Licenses”
4. Click on “Make a Payment”
5. Enter payment amount
6. Choose a “Payment Option”
7. On the total page, read the terms & conditions and click “Accept” to proceed with the payment and agree to pay the service fee.
8. **Write the payment confirmation number on your application (in the field below your license fee total), or include a copy of the confirmation page with your application.**