

Pay a Civil Fine or Penalty



NOTE: Screen shots can be accessed by clicking the links in the instructions.

INSTRUCTIONS

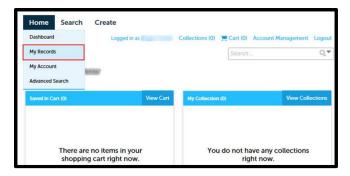
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices. The VAL login is hosted on the <u>Virginia ABC</u> website and can also be accessed by selecting VAL System from the Licensing drop-down and clicking on the orange bar labeled returning users and check status.

- 1. Click on VAL Login
- 2. Click <u>Home>My Records</u> in the top left navigation. A list of all records displays.
- 3. Click Pay Fees Due beside the record you owe fees on.
- 4. Review Pay Fees page then click Check Out.
- 5. Click **Checkout** on the <u>Cart</u> page.
- 6. Click **Proceed with Payment** on the Payment page.
- 7. Enter Payment then click Submit Payment.
- 8. Receipt/Record issuance page loads.

END OF WRITTEN INSTRUCTIONS

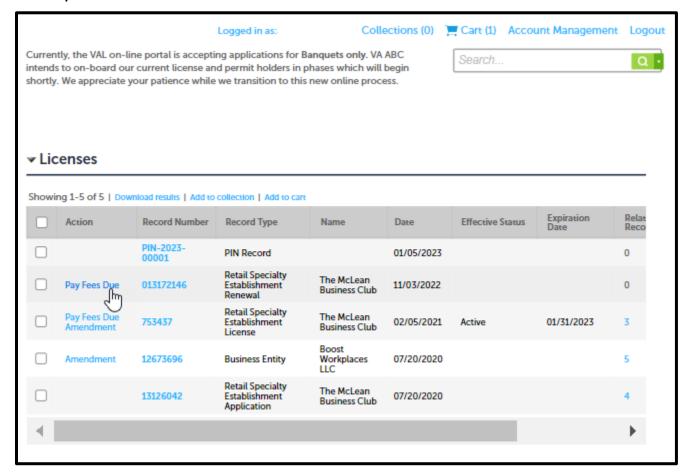
SCREEN HELP

My Records



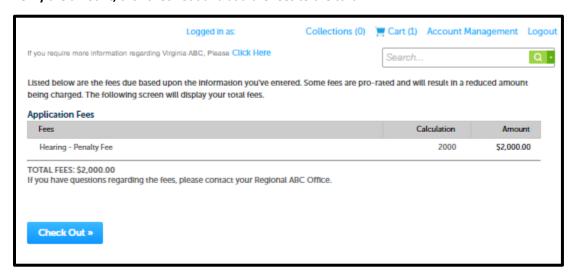
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Select Pay Fees Due



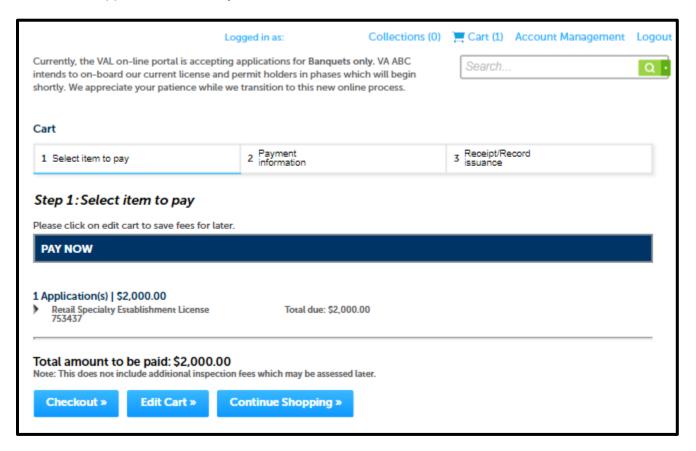
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Verify the amount, click check out and add the fees to the cart.



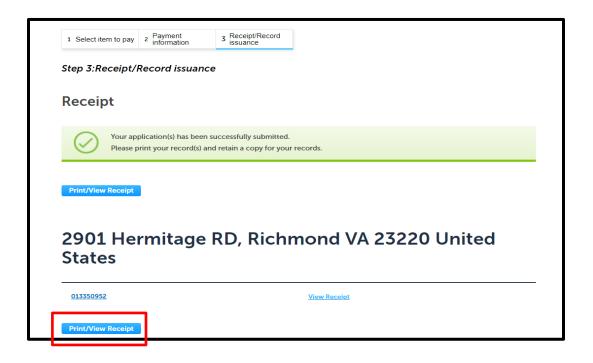
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Confirm the fee(s) has been added to your Cart and click Checkout.



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View and Print Receipt



PAYMENT RECEIPT Receipt Number: 14254174 CASHIER: PUBLICUSER39596 DATE/TIME: 6/21/2023 12:00:00 AM NAME: Peter Smith ADDR: License # **Total Fee Unit Total** Type **Fee Description** Fee qty 013350952 Culinary Permit \$50.00 1.00 \$50.00 Culinary Application Application Fee \$50.00 1.00 \$50.00 Total \$50.00 1.00 \$50.00 Transaction # Payment Type **Check Number Payment Amount** 750337 Credit Card \$50.00 \$50.00

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