

# Illinois Early Intervention Family Participation Fees: e PAY Instructions: Debit & Credit Card Payment

1. To begin, access the e PAY website at <https://magic.collectorsolutions.com/magic-ui/en-US/Login/ildhs>.
2. Click on **Make a one-time payment**

ILLINOIS ePAY Convenience and Security in Every Transaction

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Para la versión en español, haga clic en el enlace "Español" en la parte inferior de esta pantalla. ¡Gracias!

Illinois Department of Human Services (IDHS)

Look What I Can Do  
Early Intervention

**One-Time Payment**

Make a one-time payment without creating an account. Click the button below and you will be redirected to the page where you can make a payment.

**Make a one-time payment**

**Login**

Username

Password

**Login**

I forgot my password.

I forgot my username.

Create an Account

3. Use the **Payment Category** drop down to select **Credit Card**. **Payment Type** will fill automatically, and a new screen will appear.

Make A Payment - Cart Information - Illinois Department of Human Services (IDHS)

Cart Information Payment Information

**Add Payment Items**

Payment Category Please select a Payment Category

Payment Type Please select a Payment Type

Add Item Add Item and Checkout

Next Step: Payment Information

**Shopping Cart**

Subtotal \$0.00

Cancel Transaction

4. Type the requested information into the six fields below: **EI Account Number, Date of birth of oldest child actively enrolled, Zip code listed on account, Phone Number, Payment Amount (dollars), Payment Amount (cents)**. If your family no longer receives EI services, enter the DOB of any child in the household who received EI services. Be sure to double check your entries for accuracy.


**Add Payment Items**

Payment Category: Credit Card

Payment Type: Early Intervention Aprendizaje Infantil Family Participation Fe

Please enter the following information to help us identify the payment. After the information has been entered, verify the accuracy of the information entered before clicking the [Add Item and Checkout] button. Inaccurate information may result in a misapplied payment. Español: Por favor ingrese la siguiente información para ayudarnos a identificar el pago. Después de ingresar la información, verifique que la información este correcta antes de presionar el botón [Añadir artículo y pagar]. Información incorrecta puede resultar en un pago mal aplicado.

Please enter the following information to identify the payment:

EI Account Number/Número de cuenta\* 

Date of birth of oldest child actively enrolled/Fecha de nacimiento del hijo mayor inscrito activamente\* mm/dd/yyyy

Zip code listed on account/Código postal que figura en la cuenta\*

Phone Number/Número de teléfono\*

Payment Amount \$ 0 . 00

[Add Item](#) [Add Item and Checkout](#)

[Next Step: Payment Information](#)

Note: Clicking on the **question mark** above shows how to find the EI Account Number. It is located on the Family Participation Fee Invoice and/or the Family Participation Fee Statement:

×EI Account Number

EI Child Name:	Johnny Testcase & siblings
EI Child #:	111111
EI Account Number:	000111111/01
IFSP Dates:	07/15/10 – 07/14/11
Invoice Number:	CB220168

5. Click **Add Item and Checkout**



Note: Click **Add Item** if you would like to make a payment on a second EI Account. Review the family fee mail received. If multiple documents are received there may be a Family Participation Fee Invoice and a Family Participation Fee Statement. The last two digits at the end of the account numbers will be different. Please verify that payments are being made to the appropriate account.

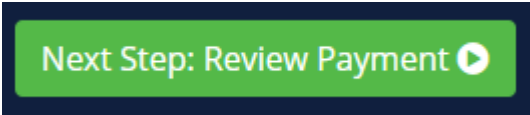
6. Enter your family's **Email** address and click **Next Step: Add Payment Method**

A screenshot of a web form titled "Make A Payment - Payment Information - Illinois: Department of Human Services (DHS)". The form has a dark blue header with "Billing Contact Information" and a shopping cart icon. Below the header is a white input field for "Email\*" containing "test@gmail.com". A red arrow points to the email field. At the bottom of the form are two buttons: "Back to Cart Information" and "Next Step: Add Payment Method", with a red arrow pointing to the latter. To the right is a "Shopping Cart" sidebar showing "Early Intervention Family Participation" with a subtotal of \$50.00 and a projected card fee of \$1.13. A "Cancel Transaction" button is at the bottom of the sidebar.

7. For a debit or credit card, enter the requested details from the front and back of your card. Note that a 2.25% transaction fee (or a minimum of \$1.00) will be charged when using a debt and/or credit card.

A screenshot of a web form titled "Make A Payment - Payment Information - Illinois: Department of Human Services (DHS)". The form has a dark blue header with "Payment Information" and a shopping cart icon. Below the header is a section titled "Please select your Payment Method" with a radio button selected for "Credit Card". Below this are several input fields: "Name on Card", "Card Number", "Expiration Month" (dropdown), "Expiration Year" (dropdown), "Security Code", and "Card Postal Code". At the bottom of the form are two buttons: "Back to Payment Information" and "Next Step: Review Payment", with a red arrow pointing to the latter. To the right is a "Shopping Cart" sidebar showing "Early Intervention Family Participation" with a subtotal of \$50.00 and a projected card fee of \$1.13. A "Cancel Transaction" button is at the bottom of the sidebar.

8. Click **Next Step: Review Payment**



9. Review your payment information a final time. Under **Billing Contact Information**, check yes if you would like to receive email updates from the Office of the Illinois State Treasurer. Also, review the **Payment Terms of Service**. Click the box to agree with these terms. Agreeing to these terms of service is required to finalize the payment.

The screenshot shows the 'Review Payment' page for the Illinois Department of Human Services (DHS). At the top left is the DHS logo. The page title is 'Make A Payment - Review Payment - Illinois: Department of Human Services (DHS)'. Below the title are two tabs: 'Cart Information' and 'Payment Information'. The main content is divided into two columns. The left column is titled 'Review Payment' and contains a table with the following items:

Item	Amount
Early Intervention Family Participation Fees - Credit Card	\$50.00
Transaction Fee:	\$1.13
Total Amount Due:	\$51.13
545454 ***** 5454 expires 09/2021	(\$51.13)
Total Payment Method:	(\$51.13)

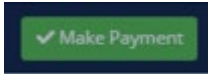
Below the table is a yellow warning box: "A Transaction Fee has been included in the total amount paid for this transaction." Underneath is the 'Billing Contact Information' section, which shows the email 'test@gmail.com' and a checkbox for receiving updates. At the bottom of this section is a checkbox with a red arrow pointing to it: "I agree to the [Payment Terms of Service](#) and authorize this payment." At the very bottom are two buttons: 'Back to Payment Method' and 'Make Payment'.

The right column is titled 'Shopping Cart' and shows the following items:





- Early Intervention Family Participation
- Fees - Credit Card \$50.00  
2004-02-08 - 12345678911 - 60001 - 3128745321
- Subtotal \$50.00

At the bottom of the shopping cart is a 'Cancel Transaction' button.

10. Click **Make Payment**.



11. An electronic receipt will appear on your screen. A similar receipt will be sent to the email address provided once the payment is successfully completed.

Thank You for Your Payment

**Approved**

9/8/2021 11:09 AM Central Standard Time

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Customer Name Test Card

Effective Date

9/8/2021

**Approved 20000004**

Item	Amount
[REDACTED]	\$50.00
<b>Subtotal:</b>	<b>\$50.00</b>
Transaction Fee:	\$1.13
<b>Total Charged to:</b> MasterCard ***** 5454	<b>\$51.13</b>
<b>Total Amount Paid:</b>	<b>\$51.13</b>

Collection Mode: Web

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**Payment Details**

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A Transaction Fee has been included in the total amount paid for this transaction.