

# Penalty Assessment Payment Instructions

1. A user with manager credentials must log in the system twice, as a manager and then as a user.

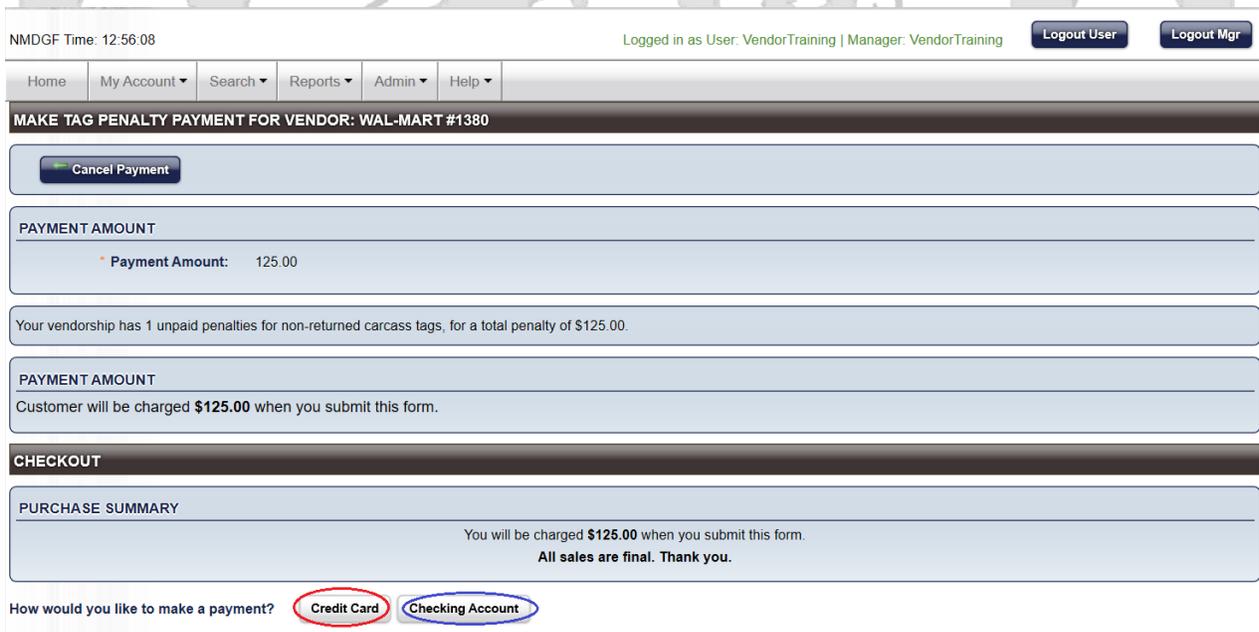
[www.vendorsales.state.nm.us](http://www.vendorsales.state.nm.us)

2. Select the **Admin** option on the main toolbar.

3. Select the **Make Tag Penalty Payment** option from the dropdown box.



4. Next, the screen will display the total **PAYMENT AMOUNT** due and the vendor will be given the option to select a method of payment, **Credit Card** or by electronic **Checking Account**.



5. After the vendor has entered all required fields for the credit card or checking account information, select **Continue** to process the transaction.

The system will automatically change the status of the carcass tags to Penalty Paid.