JESSICA D. THOMAS, ESQUIRE ATTORNEY AND COUNSELOR AT LAW TELEPHONE (407) 717-9990 166 LOOKOUT PLACE SUITE 200 MAITLAND, FL 32751 jessica@thomaslawimhere.com

## **How to Make a Payment**

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- 2. Click "Make a Payment" in the top right corner of your screen.
- 3. Enter the amount to be paid for the retainer.
- 4. Enter your name and "Retainer" in the Reference box (Ex: John Doe Retainer).
- 5. Enter your email, billing address and card information.
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- 8. A receipt will be automatically sent to the email entered