

**Topic:** *Employer Pay*

**Summary:** *This document will demonstrate how to access and remit payment for those attorneys who have completed attorney registration within your organization and opted for employer pay.*

**This Guide is for:**  
*Attorneys or Employer Administrative staff*

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## NJCourts Login

To begin, you will need to sign in with the nine character ID for your firm or legal institution (this type of ID likely begins with an “F”, “H” or “L”) and the password.

**NOTE:** If you forgot your password, or have never logged in with this ID it may be necessary to receive a temporary password. Please contact the Superior Court Clerk’s Office at 609-421-6100 to obtain a temporary password.

New Jersey Courts

**Log in help**

To request information about your existing ID click [Forgot User ID?](#)

Follow the steps below if you're receiving Authentication Failed error message after logging in.

1. Click the **Forgot Password?** link
2. Answer the security questions when prompted
3. An email will be sent to the email address used to activate the account
4. Open the email and follow the instructions

If you are still not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will assist you.

To access the New Jersey Courts website click [NJCourts.gov](#)

**Browser compatibility**

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).

Enter user ID and password. If you have been provided with a temporary password, login below.

**User ID \*** [Forgot User ID?](#)  
F00000298

**Password \*** [Forgot Password?](#)  
.....

**Login**

[Resend Activation Email](#)

## ESSO Landing Page

The ESSO (Enterprise Single Sign On) home page will display your Judiciary applications.

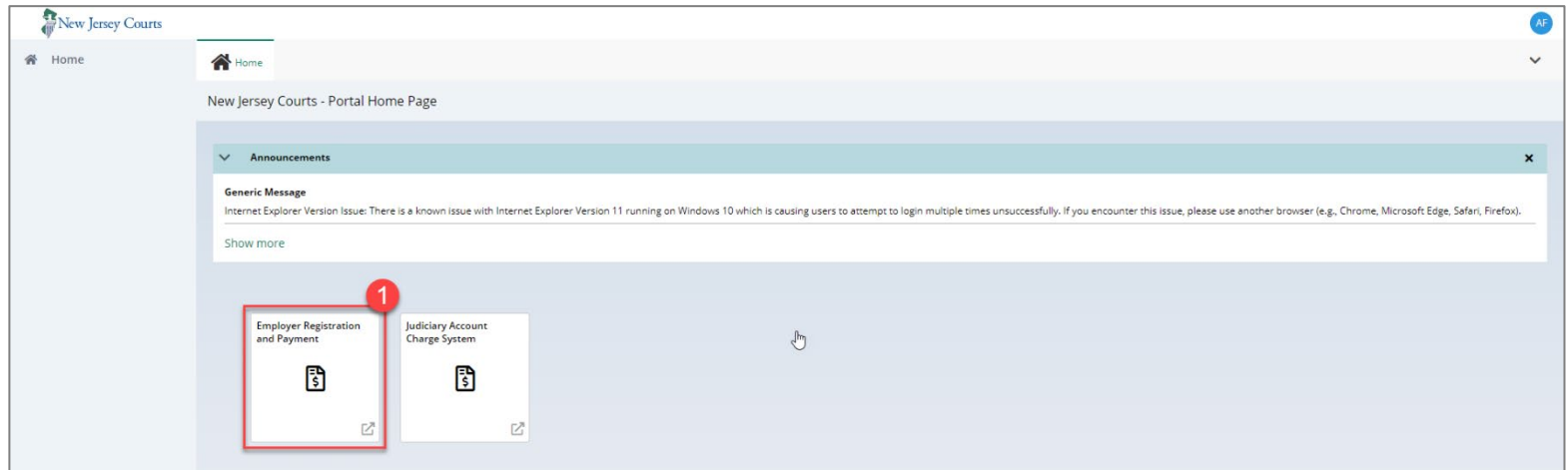
### 1. Select **Employer Registration and Payment**.

**NOTE:** If you have not logged in with this ID since the implementation of Two-Factor Authentication, it will be necessary to update your Judiciary profile information prior to this screen.

## Two-Factor Authentication

It is necessary to select an additional verification method (SMS Text or Email) to authenticate user access to the **Employer Registration and Payment**.

1. Confirm verification method.
2. Enter One-Time Passcode sent to method selected.
3. Click **Login**.



**Two-Factor Authentication**

Choose verification method from the dropdown.

Select

SMS OTP to: 160\*\*\*\*\*622

\*Message and data rates may apply.

1
 Confirm

Code will expire 10 minutes after it is requested.



**One - Time Passcode Login**

Enter the One-Time Passcode(OTP) sent to the email/phone number you selected.

3228-

3
2
 Login

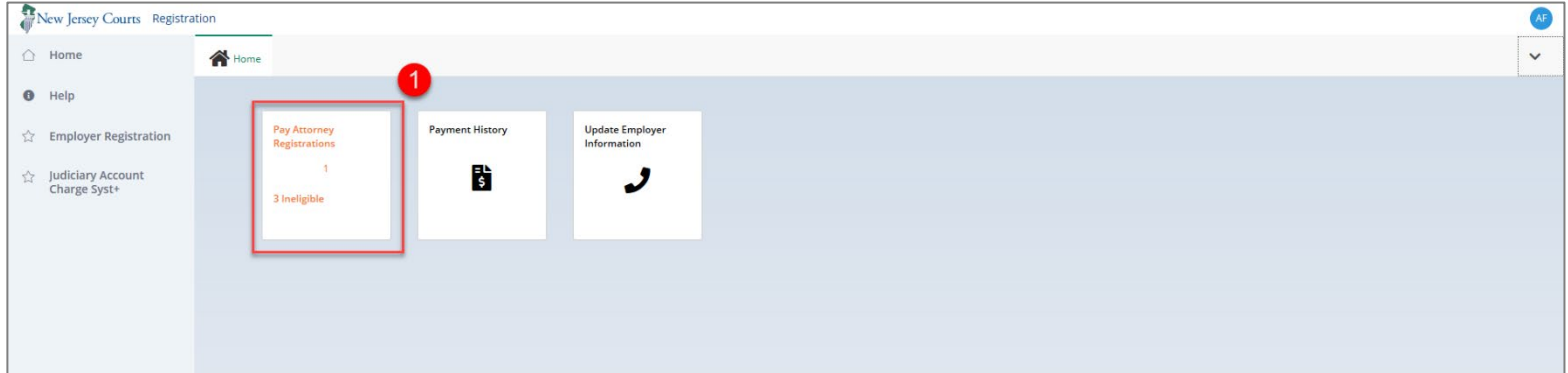
To get a new One-Time Passcode(OTP). Click [Regenerate](#)

Passcode will expire 10 minutes after it was requested.

## Registration Home

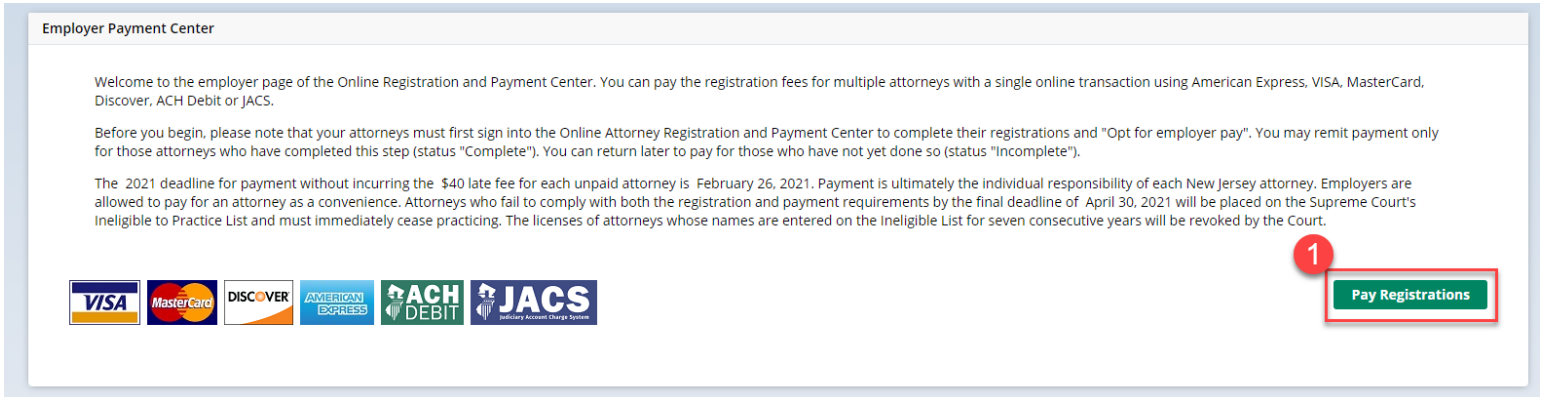
The Employer Registration home screen will display tiles that correspond to actions you may initiate.

1. Select **Pay Attorney Registrations** to access the Employer Payment Center.



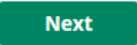
## Employer Payment Center

1. Select **Pay Registrations** to begin payment.
2. Within the Employer header an Email must exist or else you will not be able to proceed to the final payment screen.
3. If the Employer Email is blank, close out of this tab proceed to the **Update Employer Information** tile to update this information. The system will not permit payment without prior entry of this information.



## Employer Payment List

You may remit payment only for those attorneys who have completed attorney registration.

- Attorneys who have completed registration and await employer payment will display as Registration Status = "Complete" and Payment Status = "Unpaid."
- Eligible attorneys will be pre-selected for payment.
- You may deselect any attorneys for whom you are not ready to pay.
- Select  when you are ready to proceed with payment.

**NOTE:** You can return later to pay for those who have not yet registered (Registration Status = "Incomplete").

**Employer Payment List**

Below is your associated attorney list. You may select to pay for those attorneys whose Attorney Registration Status is 'Complete' and have opted for employer payment. If an attorney is not listed but has completed registration, please ask them to log in to the Attorney Registration system to confirm or update the office association.

Attorney ID	Name	Location	Total amount due	Good standing status	Registration Status	Payment Status
> 019011991	CATHRYN FRANCES BISIGNANO	TRENTON	1982.00	ACTIVE	Incomplete	Unpaid
> 032922009	CHRISTOPHER M BRADY	TRENTON	1903.00	ADMIN INELIGIBLE	Incomplete	Ineligible
<b>3</b> > <input type="checkbox"/> 025361989	JOHN ANTHONY CAMASSA	TRENTON	1982.00	ACTIVE	Incomplete	Unpaid
> <input type="checkbox"/> 038282009	JACKIE CHILES	TRENTON	424.00	ACTIVE	<b>1</b> Complete	Unpaid
> 018511981	LAURA L CONNELL	TRENTON	1982.00	ACTIVE	Incomplete	Unpaid
> 251101971	ROBERT P CONNELL	TRENTON	1720.00	ACTIVE	Incomplete	50 Years Exemption
> 023421985	BARBARA ANN JACOB	TRENTON	1982.00	ACTIVE	Incomplete	Unpaid
<b>2</b> > <input checked="" type="checkbox"/> 009161982	JOHN ANDREW KLAMO	TRENTON	212.00	ACTIVE	Incomplete	Unpaid
> <input checked="" type="checkbox"/> 048461990	TIM WHATLEY	TRENTON	212.00	ACTIVE	Complete	Unpaid
> 008261992	RONALD S YURO	TRENTON	1982.00	ACTIVE	Incomplete	Unpaid

If an attorney listed is no longer associated with your office, or you choose not to pay for that person, uncheck the box to the left of the attorney ID and name. Unchecking the box removes the attorney from your current group payment, but will reappear the next time you return to this screen. To disassociate an attorney from your office, submit this [form](#) to the Office of Attorney Ethics.

Back **4** Next

## Payment – Select Payment Method

1. Review the amount due to ensure accuracy.
2. Satisfy the total assessment by paying with a Credit Card, ACH debit, or by Judiciary Account Charge System (JACS).

### Select a Payment Method

**Important Note:** To ensure you receive your e-mail receipt, please add "LFPC.mailbox@njcourts.gov" to your list of approved senders.

Amount Due: \$212.00

Click here to view the current [fee schedule](#).

Pay by Credit Card - VISA, MasterCard, Discover, American Express (Service fee of 3% will be applied and is non-refundable)

Pay by ACH Debit (US Banks only)

Pay by JACS (Judiciary Account Charge System)

### Certification of Information

By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

Initial to certify (first middle last initials)

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

## Pay by Credit Card

1. Select “Pay by Credit Card”.
2. Click to acknowledge the Certification of Information.
3. Enter your initials in the textbox to certify.
4. Click Finish to Proceed to the Credit Card Processor screen and complete payment.
5. After clicking Finish, you will be directed to the Credit Card Processor site, NICUSA. At that site, submit your billing and payment details.
6. If payment was processed successfully, you will be redirected back to a confirmation screen that includes your receipt link.

Select a Payment Method

**Important Note:** To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.

Amount Due: \$212.00

**1** [Click here to view the current fee schedule .](#)

Pay by Credit Card - VISA, MasterCard, Discover, American Express (Service fee of 3% will be applied and is non-refundable)

Pay by ACH Debit (US Banks only)

Pay by JACS (Judiciary Account Charge System)

**2** Certification of Information

By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

**3** Initial to certify (first middle last initials)

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

**4**

**Pay by ACH Debit**

1. Select “Pay by ACH Debit”.
2. Enter your electronic check/ACH information.
3. Click to acknowledge the Certification of Information.
4. Enter your initials in the textbox to certify.
5. Click Finish.
6. You will be redirected to a confirmation screen that includes your receipt link.

Select a Payment Method

**Important Note:** To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.

Please note the amount due and enter your ACH Debit information below to complete payment of your annual assessment.

Amount Due: \$212.00

**1** [Click here to view the current fee schedule .](#)

Pay by Credit Card - VISA, MasterCard, Discover, American Express (Service fee of 3% will be applied and is non-refundable)

Pay by ACH Debit (US Banks only)

Pay by JACS (Judiciary Account Charge System)

**2** I understand that if my payment is dishonored and I fail to submit a valid payment prior to the deadline date or publication of the ineligible list, customary late and reinstatement fees will be assessed.

Account Name: ★  Bank Name: ★

Routing Number: ★  Confirm Routing Number: ★

ACH Account Number: ★  Confirm ACH Account Number: ★

Account Type: ★  
 Checking  Saving

**3** Certification of Information

By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

**4** Initial to certify (first middle last initials)

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

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## Pay by JACS

1. Select “Pay by JACS”.
2. Enter the JACS account you are authorized to use.
3. Click to acknowledge the Certification of Information.
4. Enter your initials in the textbox to certify.
5. Click Finish.
6. You will be redirected to a confirmation screen that includes your receipt link.

Select a Payment Method

**Important Note:** To ensure you receive your e-mail receipt, please add "LFCP.mailbox@njcourts.gov" to your list of approved senders.

Please note the amount due and enter your JACS information below to complete payment of your annual assessment.  
Amount Due: \$212.00


[Click here to view the current fee schedule .](#)

**1** Pay by Credit Card - VISA, MasterCard, Discover, American Express (Service fee of 3% will be applied and is non-refundable)

Pay by ACH Debit (US Banks only)

**2** Pay by JACS (Judiciary Account Charge System)

Enter JACS Account #:  Confirm JACS Account #:



**3** Certification of Information

**4** By checking the box and clicking "Finish", I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline.

Initial to certify (first middle last initials)

For questions, please contact the Superior Court Clerk's Office at (609) 421 - 6100 or email [SCCO.mailbox@njcourts.gov](mailto:SCCO.mailbox@njcourts.gov)

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## Confirmation

After successful payment, you will be directed to a confirmation screen.

1. Select the View printable receipt link to view a receipt of the payment.

The screenshot displays the New Jersey Courts Registration portal. On the left, a navigation menu includes Home, Help, Employer Registration, and Judiciary Account Charge System. The main content area shows the 'Employer' profile for CONNELL CONNELLS CAMASSA & YURO with ID F00000298 and email ERIC.DAWSON@LAB.JUDICIARY.STATE.NJ.US. Below this, a 'Payment Confirmation' section contains a red circle with the number '1' next to a 'View printable receipt' link. A modal window is open, displaying a receipt for the 'NEW JERSEY LAWYERS' FUND FOR CLIENT PROTECTION'. The receipt includes the firm's ID, name, and payment details for the 2020 annual assessment.

Item	Amount
Assessment Paid:	\$ 212.00
Service Fee:	\$ 0.00
<b>Total Paid:</b>	<b>\$ 212.00</b>

Date Paid: 01/31/2020