How to Pay for Transactions in Payment Cart

The **Payment Cart** in AIMS allows the user to pay for multiple items at once, such as **new application fees**, **product registration**, **renewal fees** and **self-service items**.

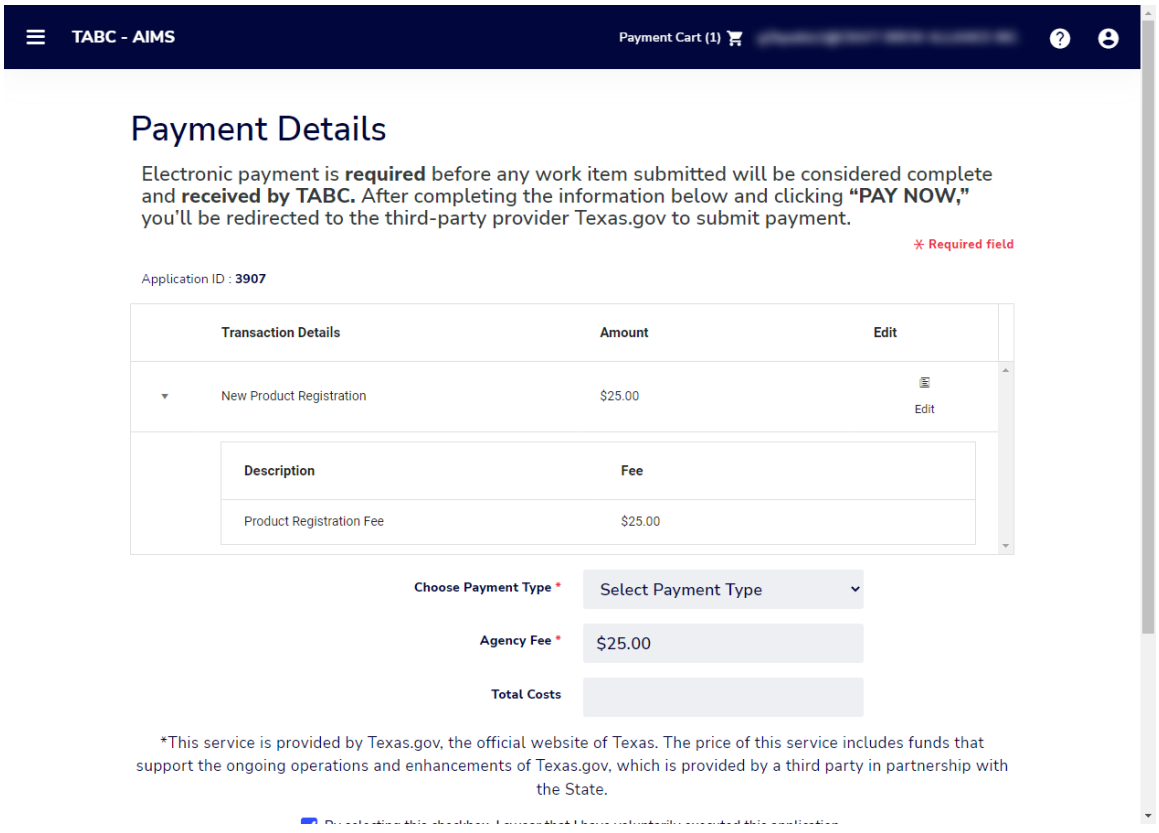
This feature is **not** available for excise taxes, enforcement items, demand funds or TexNet payments.

Important notes:

- The Payment Cart holds up to 10 transactions.
- Items in the cart expire after 90 days. However, any expired applications will remain in your Unsubmitted Transactions.
- Applications will not be submitted to TABC until payment is made.

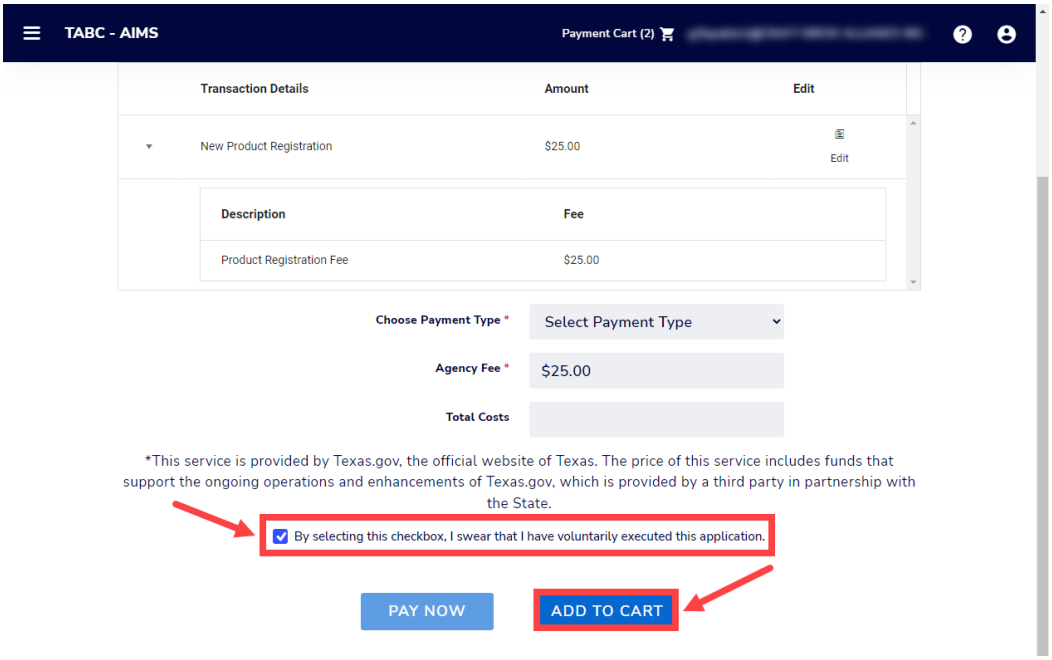
Once you complete an application, the Payment Details screen will show the amount due.

Scroll down.

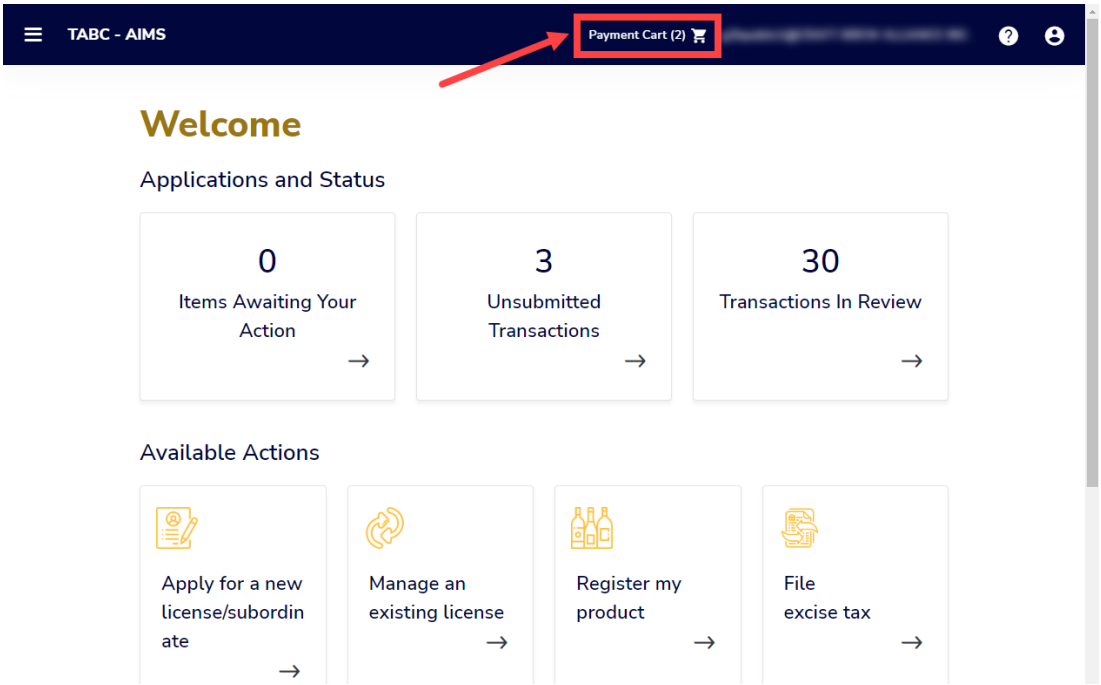


1. Read the statement and select the **checkbox**.

   Click the **Add to Cart** button.



2. When you are ready to submit your completed applications and payment, click the **Payment Cart** in the upper-right ribbon of your screen.

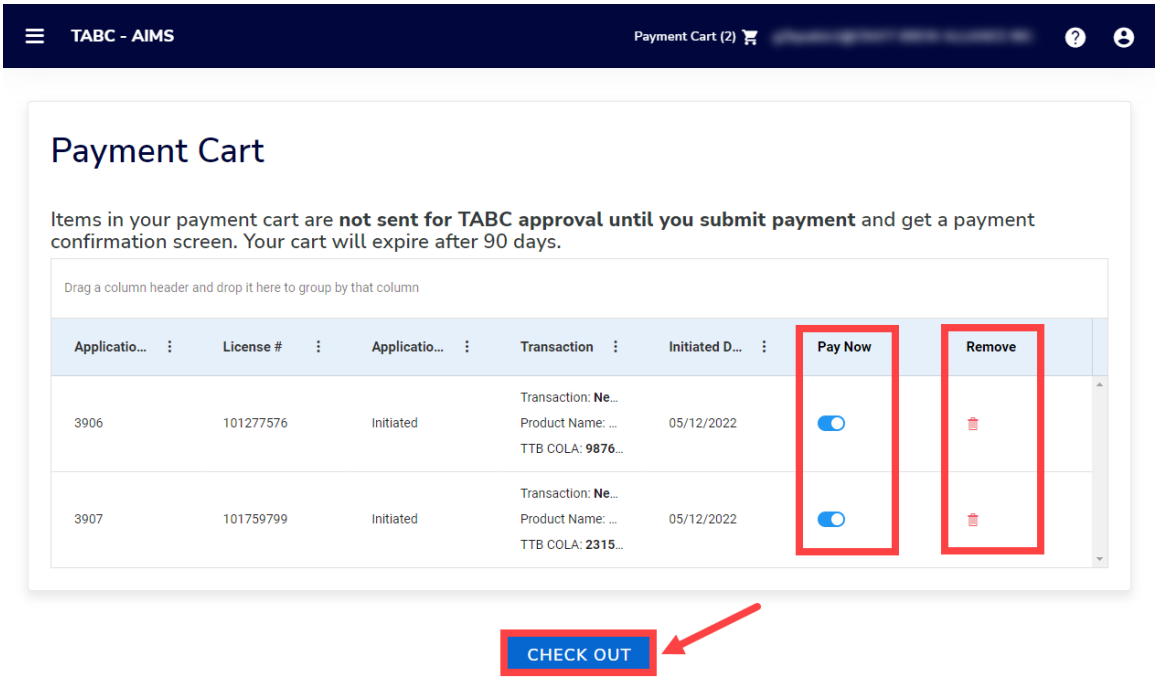


3. Your payment cart will appear with all applications and transactions you added to the cart.

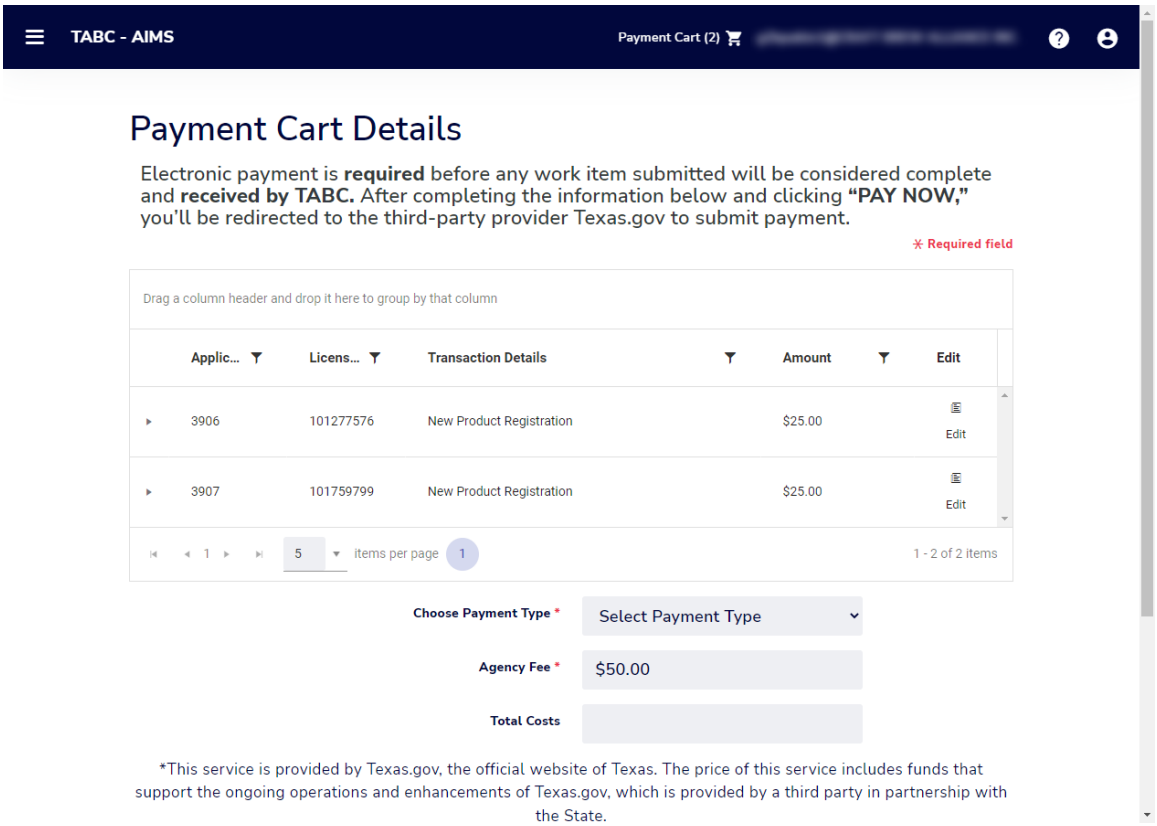
   Verify the transactions.

   Any item with the Pay Now toggle on (blue) will be processed as one payment using a single payment method. To pay for items separately or use separate payment methods for items, ensure only the items you want to group together are selected with the pay now toggle.

   If you do not want to purchase a particular item, click the trashcan to delete the item. This will only delete the item from your cart and the item will remain unsubmitted. However, the item will still appear as an Unsubmitted Transaction on your home screen. Return to the home screen and select the item under Unsubmitted Transactions if you would like to pay for that item on its own and submit the application.



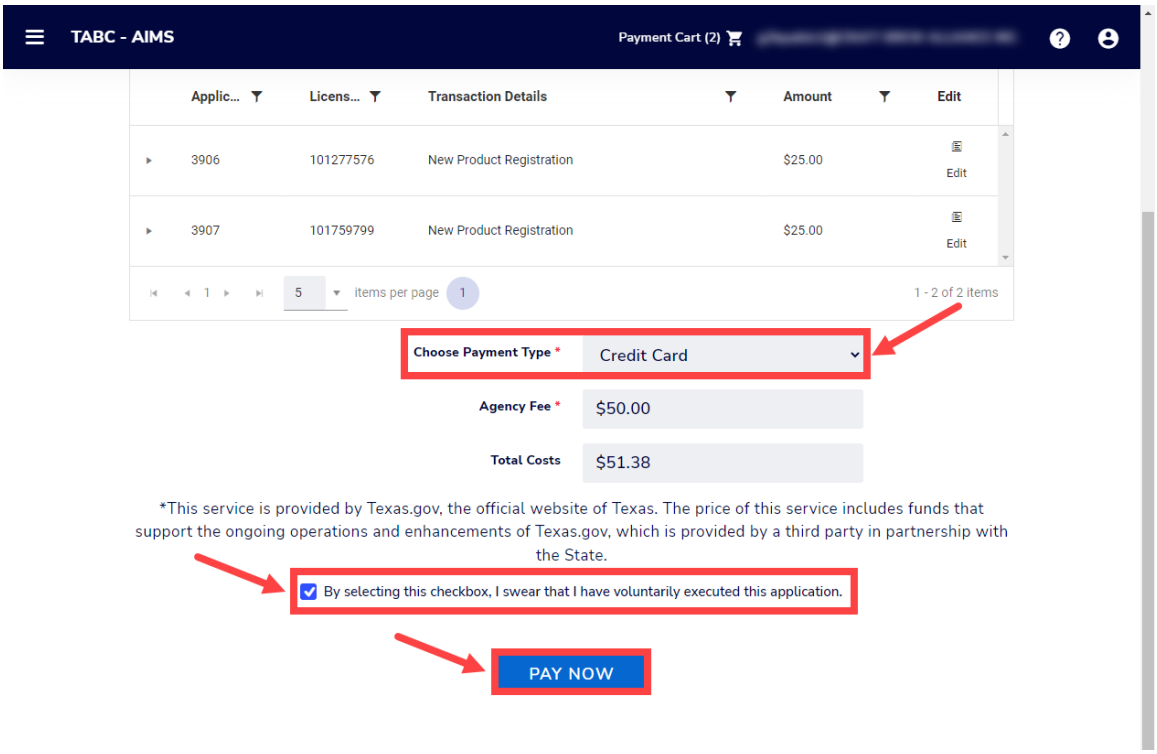
4. View the Payment Cart Details screen.



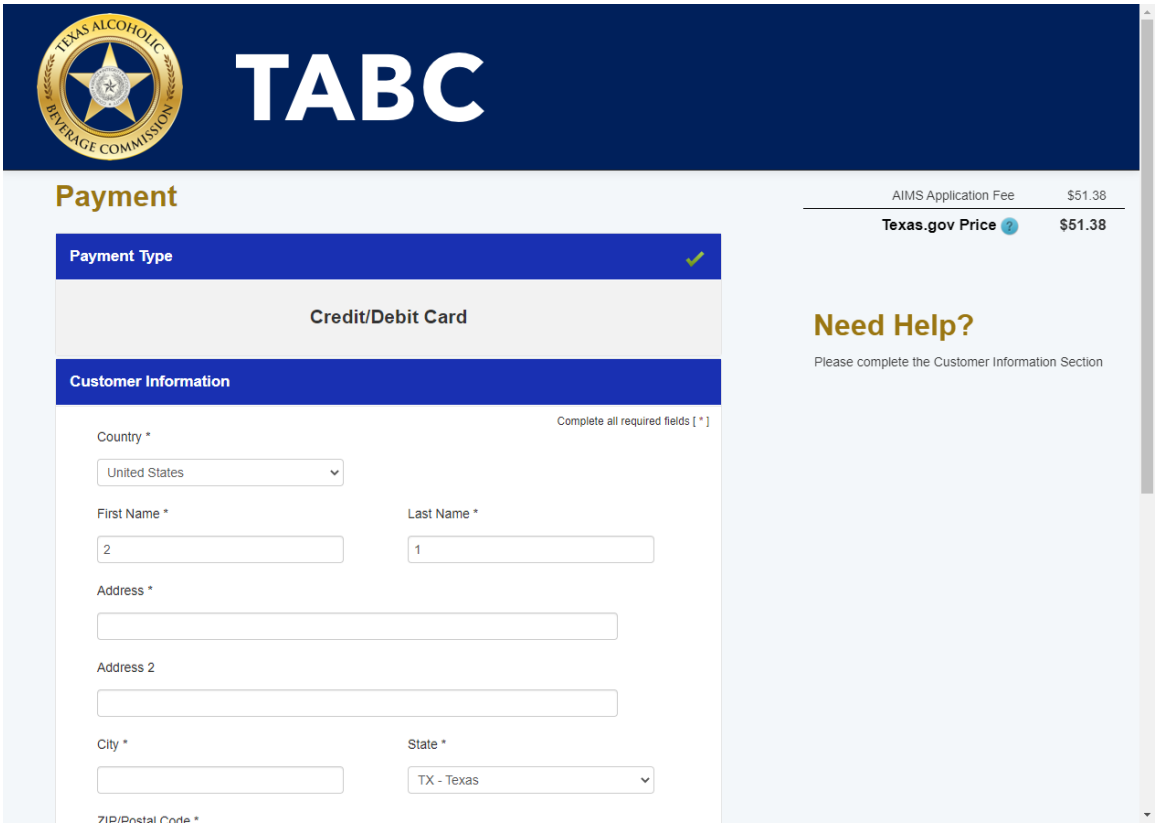
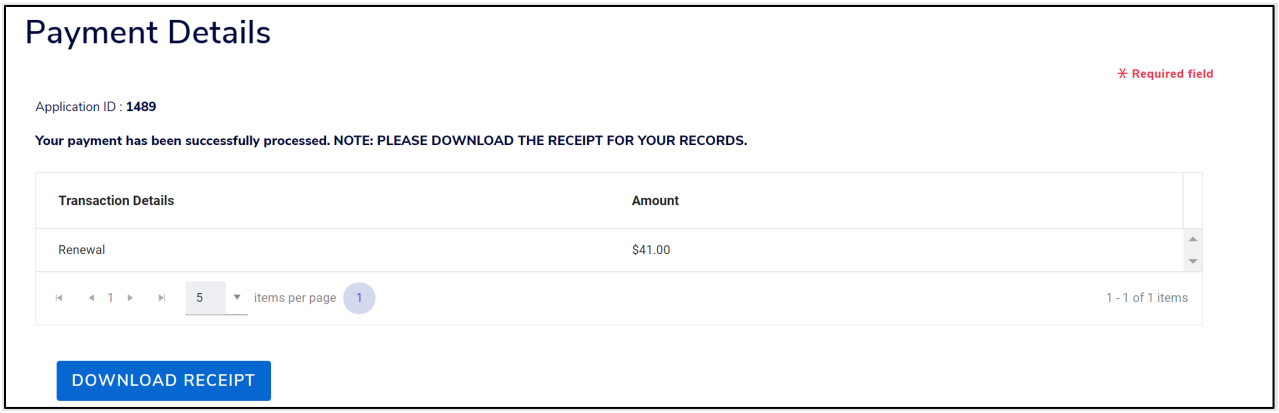
5. **Choose Payment Type** using the dropdown menu.

   Read the statement and select the **checkbox**.

   Click the **Pay Now** button.



You will be directed to the payment screen. Submit payment by following the instructions on the screen.



6. Once payment is complete, all applications paid for will be submitted to TABC. Click the **Download Receipt** button to print or save the receipt. You will also get an email confirming your payment and application submission.