Great News, you can now make more payments than you could before at a time convenient to you.

Dover District Council's payment page will have a different layout to the previous system

The url starts with <u>https://ddc.t1cloud.com/</u> This is Dover's payment solution. The https:// gives assurance that this is a secure site.

There are two types of payments that can be made. Form payments and payments that can be added to a shopping cart. The complexity of the payment dictates which method has been used. The shopping cart is for more simple payments and one or more of these payments can be made at the same time. Forms cannot be added to a cart.

You will know the difference as forms have a fill out button like the Council Tax example further on. The others have an add to cart button as below. Both ways lead to the same payment page shown at the end of this document.



Making a payment by form example

Step 1

To find the service you wish to pay for, click on the arrow within the Payment Type dropdown.

I have chosen Council Tax as you can see below

	0040045			
A Housing Overpayment	rexample : 80123450	6/8		
An Invoice reference exar	nple : 1171012345 c	or 1011012345		
The reference number is	found on your bill o	or invoice.		
Payment Type		511 A		

The Council tax payment is a form and will need to be submitted invidually as we will go on to show you in step 2. Forms can not be added to a cart.

Step 2

Click fill out

Step 3

Enter your reference number which must be entered correctly. Choose whether you want to pay the full amount or a different amount.

In the example below I have chosen to pay a different amount.

DOVER DISTRICT COUNCIL	
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Pay Council Tax	Page 1 of 2 🗲
∧ Your Council Tax Reference	
Please type your reference number or choose it from the dropdown below. Pay backwards through the process.	the full amount or choose and alternative amount. Click the arrows to move forward or
Total Amount * 50.00	

Step 4

Now click on the arrow on the top right hand side.

Step 5

Enter your details and press submit.

Council Tax	Page 2 of 2	←	Submit	M
Payment Details				
First Name * my first name				
Last Name * my last name				
Email * myemail@address.com				
Address Line 1 * My address				
Address Line 2 My address				
City * Mycity				
Post Code * 10 my1pd 😒				
Amount Due 50.00				

Step 6

You will now be taken to the payment page please enter your payment details and press submit. Enter your email address if you want an email receipt. A receipt will also be shown on the screen when your payment is completed.

Payment Checkout					
Amount:	£50.00 (GBP)				
Credit Card Payment					
Card Number:*					
Name On Card:*					
Expiry Date:*	MM ~ YY ~				
CVC:	What is CVC?				
Customer Information					
Email:*					
	Submit				