



MIDCUMBERLAND

Human Resource Agency

Mid-Cumberland Human Resource Agency is now providing the option to pay supervision fees online. The following instructions will need to be followed to set up a personal account with JusticeWeb to make payments.

1. Go to <https://pay.mchra.com/MMS/>
2. In the top right corner of the page select New Account Request
3. Make a username and password. It is very important that you remember your username and password because you will need it to make payments once the account is created.
4. Provide an email address to receive payment receipts.
5. You must also enter your complete social security number.
6. Select submit request in bottom right corner of information box.
7. A request submitted box will appear. It will provide the date the request was made and your email address and your social security number. You should print this information if possible or screen shot it for your records.
8. Select ok after printing or screen shot.
9. Your request must be approved by MCHRA prior to being allowed to make a payment.
10. All request should be approved within 24 hours of making the request. If after 24 hours, it is not approved please contact your case officer. You will not be able to make a payment until your account is approved.
11. Once approved you will sign in and follow the prompts provided by JusticeWeb site to make a payment.

During this startup phase if you have any questions please let us know. You will be able to request accounts in the office or anywhere you can access the internet. You may contact the office for assistance.