



MEC Firm Billing

User Guide

March 2021

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Website: www.mec.ms.gov*

Table of Contents

1. General Information	3
1.1. Purpose	3
1.2. Overview	3
1.3. Informational Figures and Cases	3
2. MEC Firm Administrator Account	3
3. Overview of Firm Billing Policies	3
4. Using the Firm Administrator Account	4
4.1. Registering for a Firm Administrator Account	4
4.2. Adding a New MEC User to the Firm Administrator Account	11
4.3. Adding an Existing MEC User to the Firm Administrator Account	15
4.4. Re-sending an Expired Firm Request	18
4.5. Cancelling a Pending Firm Request	20
4.6. Removing an Existing MEC User from the Firm Administrator Account	21
4.7. Viewing and Downloading a Detailed Firm Usage Report	23
4.8. Viewing, Downloading, and Paying Quarterly Invoices Online	24
4.9. Upgrading the Firm Tier	27
4.10. Downgrading the Firm Tier	28

1. General Information

1.1. Purpose

The purpose of this guide is to provide MEC users with the basic knowledge to utilize the MEC Firm Administrator Account.

1.2. Overview

This User Guide provides a description of how to utilize a Firm Administrator Account in MEC.

1.3. Informational Figures and Cases

Please note that the Figures and Cases found within this guide are created for informational and instructional purposes only.

2. MEC Firm Administrator Account

The MEC Firm Administrator Account can only be used for administrative purposes and does not provide access to case information. A Firm Administrator is assigned to the Firm Administrator Account on behalf of the organization. This individual is responsible for the firm billing process.

3. Overview of Firm Billing Policies

- All charges associated with each individual MEC account accrue to the Firm Administrator Account.
- The organization or firm is financially responsible for all associated MEC accounts.
- If the balance due on the Firm Administrator Account is not paid in full each quarter, access to the MEC service is suspended for all associated MEC accounts.
- The Firm Administrator Account is subject to all the policies and procedures described in the MEC Firm Billing Terms and Conditions document, including but not limited to the collection procedures described therein. The MEC Firm Billing Terms and Conditions document may be found on the MEC website at mec.ms.gov under the “Firm Billing” link.
- If the Firm Administrator Account has a past-due balance, new MEC accounts cannot be linked to the Firm Administrator Account.
- If there is a past-due invoice balance associated with an individual account, it cannot be linked to a Firm Administrator Account until the balance has been paid in full. This does not apply to past-due annual renewal or unpaid registration fees.
- MEC billing occurs in January, April, July, and October of each year.

- One invoice is generated for the Firm Administrator Account. Invoices are also generated and sent to MEC users associated with the Firm Administrator Account; however, these invoices can only be paid online through the Firm Administrator Account. Individual MEC users also have access to view their detailed transaction history.
- All registration fees, renewal fees, and invoices associated with a Firm Administrator Account must be paid online.

4. Using the Firm Administrator Account

4.1. Registering for a Firm Administrator Account

To register for an MEC Firm Administrator Account complete the following steps:

1. Browse to www.mec.ms.gov
2. Click on **Online Registration** on the left side of the page under Frequently Used Links.

Mississippi Electronic Courts (MEC)

General Information

- » What is MEC?
- » Court Directory
- » Web Browser Compatibility
- » Attorney Terms and conditions
- » Non-Attorney Terms and conditions
- » Release Notes

Forms and Filing Events

- » Forms and Filings
- » Attorney E-Filing Events List
- » Certificate of Service
- » Declaration of Technical Difficulties
- » Notice of Conventional Filing

Frequently Used Links

- » **Online Registration**
- » Maintain Account
- » Forgot Username
- » Forgot Password

Mississippi Electronic Courts

Login to a Court

UPCOMING MEC ATTORNEY/STAFF TRAINING SESSIONS:

Friday, March 5, 2021 at 1:30 p.m. – Online

Friday, April 2, 2021 at 1:30 p.m. – Online

Interested parties should register [here](#). If you have any questions, please feel free to call the MEC helpdesk at 601-576-4650 or email the [helpdesk](#). The training sessions are approved for 3 hours of CLE credit.

NEWS & ANNOUNCEMENTS

Select Year

January 12, 2021
The signed Order to begin Voluntary Attorney E-Filing on February 1, 2021 and Mandatory E-Filing on February 8, 2021 for the Circuit and County Courts of Washington County.

December 17, 2020
The signed Order for the Coahoma County Chancery Court to officially become a paperless system of court records on January 1, 2021.

3. Click on the box next to **Firm Administrator**, and then click **Enter**.

MEC Firm Billing User Guide

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?

MEC Registration



Welcome to the registration website for the Mississippi Electronic Courts (MEC) system. This site was developed to process your registration needs quickly, safely, and securely.

After completing the online registration information, you will be asked to submit your annual user fee. **Please note that you will not be able to use the system until your payment has been processed.** Selecting "Pay Online" allows you to pay by debit/credit card or electronic check and will usually allow same-day access to the system. Selecting "Mail a Physical Check" will delay your access until your check is received and processed.

- * Firm Administrator annual registration (ONLINE Payment ONLY)
- * Attorney and Non-Attorney annual registration fee: \$10

Please select your User Type to enter a new registration: Attorney Non-Attorney Firm Administrator

▶ Enter

4. Select the box next to the Tier appropriate for the firm, and then click **Enter**.

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?

MEC Firm Admin Registration



Welcome to the Firm Admin registration website for the Mississippi Electronic Courts (MEC) system. This site was developed to process your registration needs quickly, safely, and securely.

After completing the Firm Admin online registration information, you will be asked to submit your annual user fee. **Please note that you will not be able to use the system until your payment has been processed.** Selecting "Pay Online" allows you to pay by debit/credit card or electronic check and will usually allow same-day access to the system.

- * Firm Administrator has 3 tiers.
 - * Tier-1 Firm can have up to 5 users. Annual registration fee: \$50 (ONLINE Payment ONLY)
 - * Tier-2 Firm can have up to 10 users. Annual registration fee: \$100 (ONLINE Payment ONLY)
 - * Tier-3 Firm can add any number of users. Annual registration fee: \$150 (ONLINE Payment ONLY)

Please select your Firm Admin Tier to enter a new registration: Tier-1 Firm Tier-2 Firm Tier-3 Firm

▶ Enter

5. Fill out the requested information, and then click **Enter**.

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?

Firm Information



Enter the following information for the firm account:
* indicates a required field.

- * Type Firm
 Company
 Government Agency

* Firm, Company, Government Agency Name

Department/Unit

* Zip Code
This populates the City and State values

* Mailing Address 1

Mailing Address 2

Mailing Address 3

City

State

* Primary Phone
e.g. 601-555-1234

Secondary Phone

Fax Number

e.g. 601-555-1234

Captcha

* Enter Captcha Value
Can't Read the Code? [Click here to try a new one.](#)

NOTE: As a firm admin, you can add any number of users to your firm.

▶ Enter

MEC Firm Billing User Guide

- Fill out the requested information, and then click **Enter**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Firm Administrator Information

Enter the following information for the user:
* indicates a required field.

* First name

Middle name

* Last name



Suffix Max. length 5 char

* Gender This is required for document generation verbiage.

* Date of Birth: e.g. mm/dd/yyyy

* Primary Email Address e.g. abc@abc.com

* Confirm Email Address e.g. abc@abc.com



- Enter a password, confirm the password, and then click **Enter**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Firm Administrator Username and Password



You will be issued the following Username upon completion of this registration:

Username - ny9234F

Password

Confirm Password

Password must be at least 8 characters and at least one letter and one number.



- If you wish to enter a Secondary Email address, enter it in the box, and then click **Add**. If you do not wish to enter a Secondary Email address, click **Skip**. After you are done entering Secondary Email addresses, click **Enter**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Add Secondary Email Addresses

Please enter any secondary email addresses you want to associate with this user. Secondary email addresses will receive Notices of Electronic Filing (NEF) and invoices.


The primary email (*pamectest12@gmail.com*) cannot be entered as a secondary email address. Five total secondary email addresses may be added to your account.

Secondary Email Address e.g. abc@abc.com

* Email Format

* Email Frequency

Displayed below are all of the secondary email addresses associated with this user.



MEC Firm Billing User Guide

9. Choose a Security Question, input the answer to the Security Question, then click **Enter**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Security Questions

In the event you forget your password, we will ask you for the answer to a security question. Please choose a security question and enter an answer below.
* indicates a required field.

* Security Question:

* Security Answer:

In what city were you born?
What is the name of your first pet?
What year did you graduate high school?
In what year were you born?



10. Read the Terms and Conditions, click the box certifying that you have read and understand them, and then click **Enter**.

A screenshot of a web browser displaying the Terms and Conditions page for the Mississippi Electronic Courts. The page contains several paragraphs of text detailing account policies, including annual renewal notices, invoice payment terms, and MEC's right to suspend service. At the bottom of the page, there is a checkbox with the text "Check the box to certify that you have read and understand the terms and conditions." and an "Enter" button. Red arrows point to the checkbox and the "Enter" button. The browser's address bar shows the URL "https://test.java.pamec.mec.ms.gov/onlineereg/securityQuestions.do". The Windows taskbar at the bottom shows the date and time as 4:24 PM on 02/22/2021.

MEC Firm Billing User Guide

11. Firm Administrator registrations can only be paid online, so simply click **Enter** on the Firm Payment Method Screen.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?


Firm Payment Method

A \$ 150.00 annual fee is required to use the Mississippi Electronic Courts system and must be paid before access to the system will be granted.

You can pay by credit card or electronic check.

* Please be advised that ALL online payments incur a small 3rd party processing fee. *

Firm Payment Method:



12. Read the following screen carefully, and then click **Continue with Payment** if you wish to proceed.


Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Proceed to Payment

To make a payment and complete your firm application, you will be redirected to the payment system where you will be guided through the payment process. You will then be returned here to receive your payment confirmation and any additional requirements that may apply.

By using this payment system, you attest that you are the firm account holder and have the written authority to use said firm account for the purpose of completing the financial obligations and that sufficient funds are available.

* Please be advised that ALL online payments incur a small 3rd party processing fee. *



13. You will be taken to the State of Mississippi's Online Checkout Portal. Select whether you wish to pay by credit card or electronic check, and then click **Next**.



1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
000000010	TIER 3 FIRM ADMINISTRATOR REGISTRATION	\$150.00	1	\$150.00
Total				\$150.00

Transaction Summary

TIER 3 FIRM ADMINISTRATOR REGISTRATION	\$150.00
ms.gov Order Total	\$151.00

Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

Payment

Payment Type

Payment Type *

Credit Card

Next >

Customer Information

Payment Information

Cancel

14. Enter the requested information, then click **Next**.

Credit Card

Customer Information

Country *
United States

First Name *
Allison

Last Name *
Causey

Address *
450 High Street

Address 2

City *
JACKSON

State *
MS - Mississippi

ZIP/Postal Code *
39201

Phone Number
6013591271

Email *
pamectest020@gmail.com

Next >

Transaction Summary

TIER 3 FIRM ADMINISTRATOR REGISTRATION	\$150.00
ms.gov Order Total	\$151.00

Need Help?

Please complete the Customer Information Section

15. Fill in the requested payment information, and then click **Next**.

MEC Firm Billing User Guide

Credit Card

Customer Information ✓
Edit

Address
Allison Causey
450 High Street
JACKSON, MS 39201

Phone Number
6013591271





Country
United States

Email Address
pamectest020@gmail.com

Payment Information

Complete all required fields [*]

Credit Card Number *

Credit Card Type
   

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Next >

Transaction Summary

TIER 3 FIRM ADMINISTRATOR REGISTRATION \$150.00

ms.gov Order Total \$151.00

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

16. Confirm the displayed information is correct, and then click **Submit Payment**.

17. A receipt and email confirmation will be emailed. *The link in the email must be clicked to activate the account.* If the account is not activated within 30 days, it will be deleted. The Firm Administrator must then re-register and pay a new registration fee.

Mississippi Electronic Courts - Firm Account Registration and Online Payment Confirmation Inbox x

Mississippi Electronic Courts system <pamec@mec.ms.gov>
to me ▾

8:46 AM (1 minute ago) ☆ ↶ ⋮

Thank you for registering with the Mississippi Electronic Courts (MEC) system. Your firm administrator account registration confirmation is as follows:

Name: Thomas Fyke
Registration Date: 02/23/2021
Username: jj3733F
Firm Tier: 3
Amount Paid: \$151.00
Payment Date: 02/23/2021
Confirmation Number: 57428858

Firm Accounts must be activated within 30 days of registration or account will be deleted and you must re-register and pay a new registration fee.

To complete activation of this account, you must click on the following link: <https://test.java.pamec.mec.ms.gov/onlineereg/authenticateUser.do?key=36500a15-771c-492f-933c-3f7d3f8929a4>

If you have any questions, please contact helpdesk@mec.ms.gov or (601)576-4650.

4.2. Adding a New MEC User to the Firm Administrator Account

An individual who does not already have an existing MEC Account, may request to link the new MEC account to the Firm Administrator Account through the PAMEC website while registering to use MEC.

NOTE: The Firm Administrator must accept the request before the new registration is complete, and the account is added to the Firm Administrator Account. The firm or organization then becomes responsible for all charges incurred by that account.

NOTE: The new user must have the Firm Administrator ID when registering for a new MEC account if he or she wishes to link the account to the Firm Administrator Account.

To register as a new MEC user, and have the account linked to a Firm Administrator account, complete the following steps:

1. Browse to www.mec.ms.gov
2. Click on **Online Registration** on the left side of the page under Frequently Used Links.

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- » Notice of Conventional Filing

Frequently Used Links

- » Online Registration
- » Maintain Account
- » Forgot Username
- » Forgot Password

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December 17, 2020
The signed Order for the Coahoma County Chancery Court to officially become a paperless system of court records on January 1, 2021.

3. Click on the type of user to be registered, and then click **Enter**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

MEC Registration


Welcome to the registration website for the Mississippi Electronic Courts (MEC) system. This site was developed to process your registration needs quickly, safely, and securely.

After completing the online registration information, you will be asked to submit your annual user fee. **Please note that you will not be able to use the system until your payment has been processed.** Selecting "Pay Online" allows you to pay by debit/credit card or electronic check and will usually allow same-day access to the system. Selecting "Mail a Physical Check" will delay your access until your check is received and processed.

* Firm Administrator annual registration (ONLINE Payment ONLY)
* Attorney and Non-Attorney annual registration fee: \$10

Please select your User Type to enter a new registration: Attorney Non-Attorney Firm Administrator

Enter



4. Fill out the requested information on the next several screens.

5. When the MEC User Firm Associated Page is reached, click the circle next to **Yes**, and click **Enter**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?


MEC User Firm Association

MEC allows attorney and public user accounts to be associated with an MEC Firm Administrator Account, which consolidates billing for all firm attorneys and public users under one account.

If you choose Yes below, you must enter the User ID of your firm's MEC Firm Administrator Account to proceed with registration. The MEC Firm Administrator account you enter on the next screen must accept the association request before your MEC account is activated.

Associate your MEC account with an MEC Firm Administrator account? Yes No

Enter



6. On the MEC User Firm Administrator Information Page enter the Firm Administrator ID, and then click **Enter**.


Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

MEC User Firm Admin Information

Please enter your firm's MEC Firm Administrator Account User ID below to proceed.

*Firm Admin Id:

Enter



MEC Firm Billing User Guide

7. Click **Ok**, when the popup confirmation box appears.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

MEC User Firm Admin Information

Please enter your firm's MEC Firm Administrator Account User ID below to proceed.

*Firm Admin Id:

Your registration will be initiated but not completed and Firm Admin has to process your registration.

8. A confirmation page will appear stating that the registration is not complete until the Firm Administrator accepts the request to associate the accounts.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Registration Status

Your registration with the Mississippi Electronic Courts (MEC) system has been initiated but is not yet complete. You will receive an email containing pending registration information.

Your Firm Admin will receive an email containing instructions to complete your MEC registration. Your Firm Admin must respond within 60 days or your account will be deleted and you must re-register. Upon the Firm Admin's successful processing of your account, you will receive an email with instructions on how to activate your account.

If you have any questions, please contact helpdesk@mec.ms.gov or (601) 576-4650.

Name:	
Email Address:	
Username:	
Registration Date:	
Firm Admin:	

To accept or reject the request, the MEC Firm Administrator must:

9. Log in to **Maintain Account**.

10. Click on the **Firm Maintenance** button.

MEC Firm Billing User Guide


- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?

Maintain User Account



*** You have pending registration(s) to join Firm ***
Please click on the Firm Maintenance button to accept or reject.

Please use the buttons below to select the area of information to access or update.

- Firm Administrator** Name, primary email address
- Organization** Firm name, address, and contact phone numbers.
- MEC Login Info** Login information and password
- Security Question** Security question and answer for the account
- Secondary Emails** Secondary email addresses associated to MEC
- Firm Invoices** View invoices and usage info for viewing documents in MEC
-  **Firm Maintenance** Add/Remove users, Download users list, View/Cancel firm requests
- Firm Usage Report** View detailed transactions within firm
- Log Out** Log out of the PAMEC system

11. Click on the **View Pending User Registrations** link.

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?
- Log Out?

PAMEC Firm Maintenance




You can add or delete user accounts to firm account, upgrade/downgrade Firm Tier, download list of all user accounts, view all user accounts, and view all your requests.

User Id: *ba7475*
Username: *test tier2*

Currently the Firm is at Tier 1.
Firm has 3 active user(s).

Firm has 1 pending user registration(s).

- [Add Existing User Accounts](#) - Add active user(s) to this firm.
- [Remove User Accounts](#) - Remove user(s) from this firm.
- [View all user accounts](#) - View all users and their invoices associated with this firm.
-  [View Pending User Registrations](#) - View and accept/reject pending user registrations waiting on your response.
- [View expired requests](#) - View all expired firm requests.
- [Download active user accounts](#) - Download all active users in this firm.
- [Download terminated user accounts](#) - Download all terminated users from this firm.
- [Upgrade Firm Tier](#) - Upgrade Firm Tier.

Menu

12. Click on the box next to the pending user registration(s), and then click either the **Accept Request** or **Reject Request** button.

MEC Firm Billing User Guide

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Pending User Registration with Firm



To accept/reject pending user registration(s) please select at least one user.

Currently the Firm is at Tier 1.

Firm has total 4 users.

Firm has 3 active users.

Displayed below are the pending user registration(s) waiting on this Firm.

MEC USER ID	NAME	DATE REQUESTED	SELECT
df104945M	Dewi Fortenberry	03/02/2021	<input checked="" type="checkbox"/>

For questions, please contact helpdesk@mec.ms.gov or (601) 576-4650.

13. The new MEC user's registration is now complete and the account is associated with the Firm Administrator Account.

4.3. Adding an Existing MEC User to the Firm Administrator Account

The Firm Administrator may request to link an individual MEC account to the Firm Administrator Account through the PAMEC website.

NOTE: The user must accept the request before an account is added to the Firm Administrator Account. The firm or organization then becomes responsible for all charges incurred by that account.

To add an existing MEC account to the Firm Administrator Account:

1. Browse to www.mec.ms.gov
2. Log in to **Maintain Account**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Maintain Account

Welcome to the maintenance section of the MEC system. Once logged in, you will be able to update and maintain your user account data such as personal information and account details.

Enter the following criteria to login:
* indicates a required field.

* Username
* Password

3. Click the **Firm Maintenance** button.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Maintain User Account

Please use the buttons below to select the area of information to access or update.

- Firm Administrator** Name, primary email address
- Firm Information** Firm name, address, and contact phone numbers.
- MEC Login Info** Login information and password
- Security Question** Security question and answer for the account
- Secondary Emails** Secondary email addresses associated to MEC
- Firm Invoices** View invoices and usage info for viewing documents in MEC
- Firm Maintenance** Add/Remove users, Download users list, View/Cancel firm requests
- Firm Usage Report** View detailed transactions within firm
- Log Out** Log out of the PAMEC system

4. Select the **Add Existing User Accounts** link.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

PAMEC Firm Maintenance

You can add or delete user accounts to firm account, download list of all user accounts, view all user accounts, and view all your requests.

Currently the Firm is at Tier 2.

- [Add Existing User Accounts](#) - Add active user(s) to this firm.
- [Remove User Accounts](#) - Remove user(s) from this firm.
- [View all user accounts](#) - View all users and their invoices associated with this firm.
- [Download active user accounts](#) - Download all active users in this firm.
- [Upgrade Firm Tier](#) - Upgrade Firm Tier.
- [Downgrade Firm Tier](#) - Downgrade Firm Tier.

Menu

5. Enter the MEC User ID and click the **Add User** button.

MEC Firm Billing User Guide

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Add User to Firm

NOTE: You are allowed to add total 5 users to your firm.
You can add 3 more user(s) to your firm.

Enter valid user id, and click on the **Add User** button.

*Mec User Id:

Firm Admin is responsible for transactions after the last invoice date of user(s).

Add User **Cancel** **Menu**

Displayed below are the **Active** users associated with this Firm.
The Firm has 2 active users.

MEC USER ID	NAME	DATE JOINED
dc1990	Dustin Carter	02/22/2021
js104943M	Joshua Stretch	02/22/2021

For questions, please contact helpdesk@mec.ms.gov or (601) 576-4650.

6. Verify that it is the correct user to be added to the Firm. Click the box next to the name of the user to be added. Click the box verifying that you agree to abide by the MEC Firm Billing Terms and Conditions, and then click **Save**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Add User to Firm

NOTE: You are allowed to add total 5 users to your firm.
You can add 3 more user(s) to your firm.

Enter valid user id, and click on the **Add User** button.

*Mec User Id:

Firm Admin is responsible for transactions after the last invoice date of user(s).

Add User **Cancel** **Menu**

Click on "Select" check box for user to add to firm and read **Terms and Conditions**, then select check box to agree to Policy rules.
Click on "Save" button.

MEC USER ID	NAME	SELECT
bs1981	brandon smith	<input checked="" type="checkbox"/>

To print the terms and conditions, please click here - [Terms and conditions](#)

* By adding User, I agree to abide by the terms and conditions above.

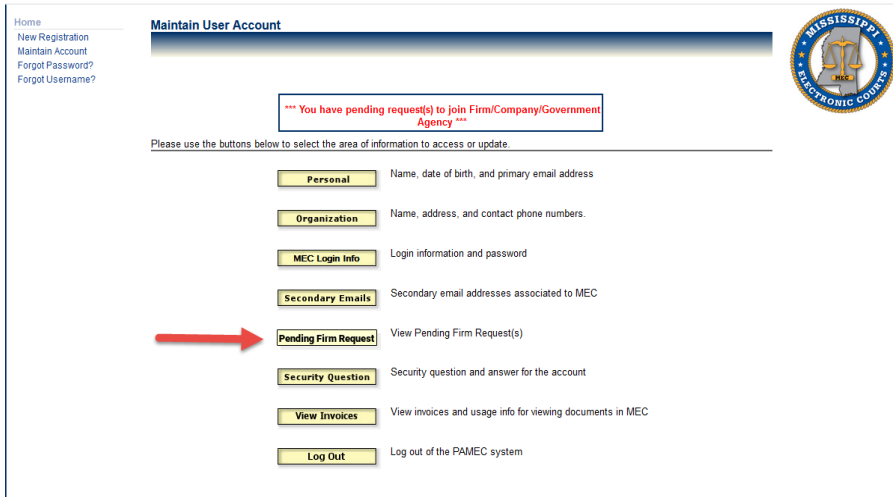
Save

NOTE: An email is sent notifying the MEC user that a request to join a Firm Administrator Account has been made. If the request is not accepted or rejected within 15 days, it will expire, and will have to be made again if the Firm Administrator still wishes to add the individual MEC user to the Firm Administrator Account.

To accept or reject the request, the individual MEC user must:

7. Log in to **Maintain Account**.
8. Click on the **Pending Firm Request** button.

MEC Firm Billing User Guide



Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

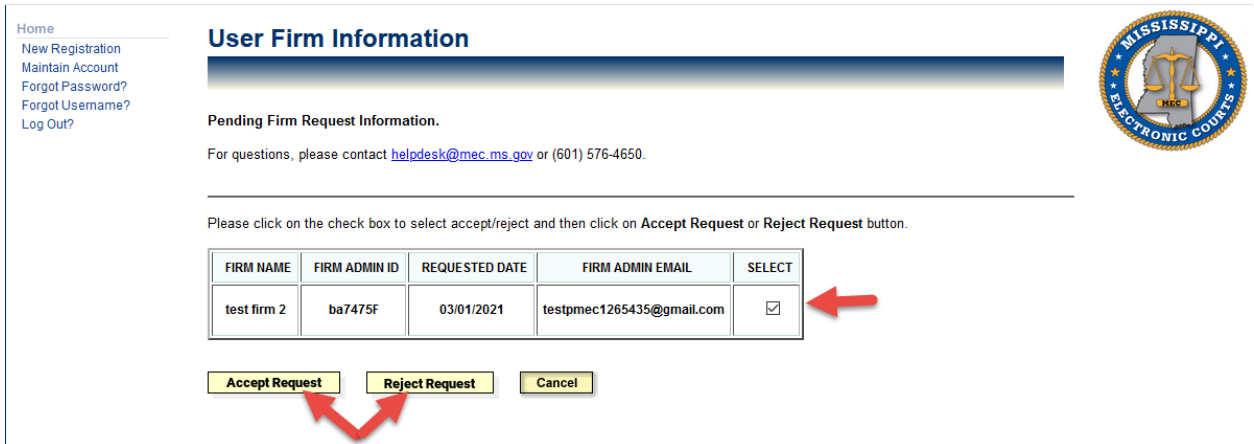
Maintain User Account

*** You have pending request(s) to join Firm/Company/Government Agency ***

Please use the buttons below to select the area of information to access or update.

- Personal** Name, date of birth, and primary email address
- Organization** Name, address, and contact phone numbers.
- MEC Login Info** Login information and password
- Secondary Emails** Secondary email addresses associated to MEC
- Pending Firm Request** View Pending Firm Request(s)
- Security Question** Security question and answer for the account
- View Invoices** View invoices and usage info for viewing documents in MEC
- Log Out** Log out of the PAMEC system

9. Click on the box next to the firm request, and then accept or reject the request by clicking either the **Accept Request** or **Reject Request** button.



Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

User Firm Information

Pending Firm Request Information.

For questions, please contact helpdesk@mec.ms.gov or (601) 576-4650.

Please click on the check box to select accept/reject and then click on **Accept Request** or **Reject Request** button.

FIRM NAME	FIRM ADMIN ID	REQUESTED DATE	FIRM ADMIN EMAIL	SELECT
test firm 2	ba7475f	03/01/2021	testpmec1265435@gmail.com	<input checked="" type="checkbox"/>

Accept Request **Reject Request** **Cancel**

4.4. Re-sending an Expired Firm Request

A request to join a firm must be accepted or rejected within 15 days, or it will expire. To re-send the request, complete the following steps:

1. Browse to www.mec.ms.gov
2. Log in to **Maintain Account**.

MEC Firm Billing User Guide

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Maintain Account

Welcome to the maintenance section of the MEC system. Once logged in, you will be able to update and maintain your user account data such as personal information and account details.

Enter the following criteria to login:
* indicates a required field.

* Username

* Password

Enter

3. Click the **Firm Maintenance** button, and then select **View Expired Requests**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Maintain User Account

Please use the buttons below to select the area of information to access or update.

- Firm Administrator** Name, primary email address
- Firm Information** Firm name, address, and contact phone numbers.
- MEC Login Info** Login information and password
- Security Question** Security question and answer for the account
- Secondary Emails** Secondary email addresses associated to MEC
- Firm Invoices** View invoices and usage info for viewing documents in MEC
- Firm Maintenance** Add/Remove users, Download users list, View/Cancel firm requests
- Firm Usage Report** View detailed transactions within firm
- Log Out** Log out of the PAMEC system

Home
New Registration
Maintain Account
Forgot Password?
Log Out?

PAMEC Firm Maintenance

You can add or delete user accounts to firm account, upgrade/downgrade Firm Tier, download list of all user accounts, view all user accounts, and view all your requests.

User Id: *ba7475*
Username: *test tier2*

Currently the Firm is at Tier 1.

- [Add Existing User Accounts](#) - Add active user(s) to this firm.
- [View expired requests](#) - View all expired firm requests.
- [Download terminated user accounts](#) - Download all terminated users from this firm.
- [Upgrade Firm Tier](#) - Upgrade Firm Tier.

Menu

4. Click the box next to name of the user you wish to re-send the request to, and then click **Submit**.

MEC Firm Billing User Guide

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Expired Firm Requests

To resend the firm request(s), please select the user(s) and click on the **Submit** button.
For questions, please contact helpdesk@mec.ms.gov or (601) 576-4650.

Displayed below are the expired firm user(s) requests for this Firm.

MEC USER ID	NAME	DATE REQUESTED	SELECT
ch104950M	Carrie Holland	02/08/2021	<input checked="" type="checkbox"/>

Submit **Cancel** **Menu**



4.5. Cancelling a Pending Firm Request

Before it is accepted, the Firm Administrator may cancel a request to an individual MEC user to join the Firm Account. To cancel a request to join the firm:

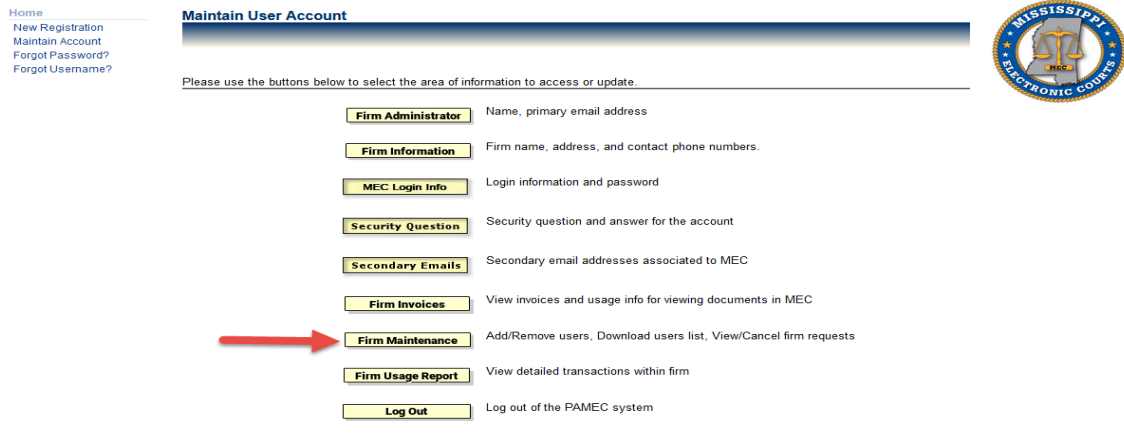
1. Browse to www.mec.ms.gov
2. Log in to **Maintain Account**.
3. Click the **Firm Maintenance** button.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Maintain User Account

Please use the buttons below to select the area of information to access or update.

- Firm Administrator** Name, primary email address
- Firm Information** Firm name, address, and contact phone numbers.
- MEC Login Info** Login information and password
- Security Question** Security question and answer for the account
- Secondary Emails** Secondary email addresses associated to MEC
- Firm Invoices** View invoices and usage info for viewing documents in MEC
- Firm Maintenance** Add/Remove users, Download users list, View/Cancel firm requests
- Firm Usage Report** View detailed transactions within firm
- Log Out** Log out of the PAMEC system



4. Click on the **View Pending Firm Requests** link.

MEC Firm Billing User Guide

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

PAMEC Firm Maintenance

You can add or delete user accounts to firm account, upgrade/downgrade Firm Tier, download list of all user accounts, view all user accounts, and view all your requests.

User Id: *ba7475*
Username: *test tier2*

Currently the Firm is at Tier 1.

- [Add Existing User Accounts](#) - Add active user(s) to this firm.
- [View pending firm requests](#) - View and Rescind/Cancel pending requests which are waiting on user's response.
- [Download terminated user accounts](#) - Download all terminated users from this firm.
- [Upgrade Firm Tier](#) - Upgrade Firm Tier.

Menu

5. Click the box next to name of the user who you wish to cancel the request to, and then click **Submit**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Rescind Pending Firm Requests

To rescind/cancel pending request(s) please select the user(s), and click on the **Submit** button.
For questions, please contact helpdesk@mec.ms.gov or (601) 576-4650.

Currently the Firm is at Tier 1.

Displayed below are the pending requests to PAMEC users from this Firm.

MEC USER ID	NAME	DATE REQUESTED	SELECT
ch104950M	Carrie Holland	02/22/2021	<input checked="" type="checkbox"/>

Submit Cancel Menu

4.6. Removing an Existing MEC User from the Firm Administrator Account

The Firm Administrator may remove a linked MEC account from the Firm Administrator Account through the PAMEC website.

NOTE: When a linked MEC account is removed from the Firm Administrator Account, the individual MEC user becomes responsible for all charges associated with the account.

NOTE: Once removed from the Firm Administrator Account, an individual MEC account may not be added back to the Firm Administrator Account for 30 days.

To remove an existing MEC account from the Firm Administrator Account:

1. Browse to www.mec.ms.gov
2. Log in to **Maintain Account**.

MEC Firm Billing User Guide


3. Click the **Firm Maintenance** button.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Maintain User Account

Please use the buttons below to select the area of information to access or update.

Firm Administrator	Name, primary email address
Firm Information	Firm name, address, and contact phone numbers.
MEC Login Info	Login information and password
Security Question	Security question and answer for the account
Secondary Emails	Secondary email addresses associated to MEC
Firm Invoices	View invoices and usage info for viewing documents in MEC
Firm Maintenance	Add/Remove users, Download users list, View/Cancel firm requests
Firm Usage Report	View detailed transactions within firm
Log Out	Log out of the PAMEC system



4. Click on **Remove User Accounts** link.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?


PAMEC Firm Maintenance

You can add or delete user accounts to firm account, download list of all user accounts, view all user accounts, and view all your requests.

Currently the Firm is at Tier 2.

- [Add Existing User Accounts](#) - Add active user(s) to this firm.
- [Remove User Accounts](#) - Remove user(s) from this firm.
- [View all user accounts](#) - View all users and their invoices associated with this firm.
- [Download active user accounts](#) - Download all active users in this firm.
- [Download terminated user accounts](#) - Download all terminated users from this firm.
- [Upgrade Firm Tier](#) - Upgrade Firm Tier.
- [Downgrade Firm Tier](#) - Downgrade Firm Tier.

Menu



5. Select the box next to the user to be removed from the Firm Administrator Account.

6. Click **Submit**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Remove User(s) from Firm

Please select user(s) to remove, and then click on Submit button.
For questions, please contact helpdesk@mec.ms.gov or (601) 576-4650.

Displayed below are the users associated with this Firm.

MEC USER ID	NAME	DATE JOINED	SELECT
bs1981	brandon smith	12/07/2020	<input checked="" type="checkbox"/>

Note:
* Once removed, you can NOT add the same user to your firm until next 30 days from the current date.

NOTE: The individual user also may unlink with the Firm Administrator Account by logging in to the individual account, clicking on the **Firm Details** button, and then clicking the **Leave Firm** button. The individual user then becomes responsible for any invoices that accrue to the individual account.

4.7. Viewing and Downloading a Detailed Firm Usage Report

The Firm Administrator may view and download detailed transactions for all MEC users associated with the Firm Administrator Account. To view and download a detailed Firm Usage Report:

1. Browse to www.mec.ms.gov
2. Log in to **Maintain Account**.
3. Click the **Firm Usage Report** button.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Maintain User Account

Please use the buttons below to select the area of information to access or update.

- Name, primary email address
- Firm name, address, and contact phone numbers.
- Login information and password
- Security question and answer for the account
- Secondary email addresses associated to MEC
- View invoices and usage info for viewing documents in MEC
- Add/Remove users, Download users list, View/Cancel firm requests
- View detailed transactions within firm
- Log out of the PAMEC system

MEC Firm Billing User Guide

4. Select the MEC user sub-account to be viewed.
5. Enter a date range to be viewed.
6. Click **Submit**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Firm Usage Report

* indicates a required field.

Firm Admin test tier2 ba7475F

Users **1**

All

Court Code

Client Code

* Date Range to **2**

3

7. Click the **Download Report** button.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Firm Usage Result

For questions, please contact helpdesk@mec.ms.gov or (601) 576-4650

Displayed below is the firm usage report.

NAME	INVOICE NUMBER	COURT CODE	CLIENT CODE	DESCRIPTION	DATE TIME	DETAIL AMOUNT
brandon smith	bs198112072020F	Jefferson Davis - Chancery		Docket Report	2020-12-07 08:48:10	\$ 0.20
brandon smith	bs198112072020F	Jefferson Davis - Chancery		Docket Report	2020-12-07 08:47:37	\$ 0.20
brandon smith	bs198112072020F	Jefferson Davis - Chancery		Docket Report	2020-12-07 08:46:30	\$ 0.20

Sum of Detail Amount: \$ 0.6

4.8. Viewing, Downloading, and Paying Quarterly Invoices Online


The Firm Administrator may view, download, and pay quarterly invoices for MEC usage charges online. To view, download, and pay quarterly invoices:

1. Browse to www.mec.ms.gov
2. Log in to **Maintain Account**.
3. Click on the **Firm Invoices** button.

MEC Firm Billing User Guide

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?

Maintain User Account




Please use the buttons below to select the area of information to access or update.

- Firm Administrator** Name, primary email address
- Firm Information** Firm name, address, and contact phone numbers.
- MEC Login Info** Login information and password
- Security Question** Security question and answer for the account
- Secondary Emails** Secondary email addresses associated to MEC
- Firm Invoices** View invoices and usage info for viewing documents in MEC
- Firm Maintenance** Add/Remove users, Download users list, View/Cancel firm requests
- Firm Usage Report** View detailed transactions within firm
- Log Out** Log out of the PAMEC system

4. To pay the invoice online, click the **Pay** button, and follow the onscreen instructions for submitting the payment online.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Firm Transaction List



Displayed below are transactions for firm admin ba7475F. Click the transaction number to view additional information related to the transaction. Select "Pay" to clear an outstanding firm transaction.

* Please be advised that ALL online payments incur a small 3rd party processing fee. *


TRANSACTION NUM	STATUS	DUE DATE	TRANSACTION BALANCE	TRANSACTION AMOUNT	CONFIRMATION NUM
BA747512072020	Payment Due	12/12/2020	\$ 0.60	\$ 0.60	Pay

Menu **Firm Maintenance**

5. To view a detailed version of the invoice, click on the **Transaction Number**.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Firm Transaction List



Displayed below are transactions for firm admin ba7475F. Click the transaction number to view additional information related to the transaction. Select "Pay" to clear an outstanding firm transaction.

* Please be advised that ALL online payments incur a small 3rd party processing fee. *

TRANSACTION NUM	STATUS	DUE DATE	TRANSACTION BALANCE	TRANSACTION AMOUNT	CONFIRMATION NUM
BA747512072020	Payment Due	12/12/2020	\$ 0.60	\$ 0.60	Pay

Menu **Firm Maintenance**

MEC Firm Billing User Guide

6. Click on the **Invoice Number** to be viewed.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?

Firm Invoices List



Displayed below are invoices for MEC firm **admin ba7475F** . Click the invoice number to view additional information related to the invoice. Select "Pay" to clear outstanding firm invoice.

* Please be advised that **ALL** online payments incur a small 3rd party processing fee. *

INVOICE NUM	STATUS	DUE DATE	INVOICE BALANCE	INVOICE AMOUNT	CONFIRMATION NUM
BS198112072020F	Payment Due	12/12/2020	\$0.60	\$0.60	Not Paid

Firm total invoice balance : \$ 0.60

[Menu](#) [Firm Maintenance](#)



7. To download the invoice, click the **Export Invoice** button.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?



Invoice Summary

Displayed below is summary information for Invoice **bs198112072020F**.
* indicates a required field.

USERNAME:	bs1981
INVOICE DATE:	12/07/2020
INVOICE NUM:	bs198112072020F
BILLING CYCLE:	12/07/2020 - 12/07/2020

NAME:	brandon smith	INVOICE STATUS:	Payment Due
ADDRESS:	450 high st JACKSON, MS 39201	INVOICE DUE DATE:	12/12/2020
INVOICE AMOUNT:	\$0.60	INVOICE BALANCE:	\$0.60

[Export Invoice](#) [Invoice List](#) [Menu](#) [Firm Maintenance](#)



8. To view a detailed version of the invoice, click on the **Invoice Number** again.

Home
New Registration
Maintain Account
Forgot Password?
Forgot Username?
Log Out?



Invoice Summary

Displayed below is summary information for Invoice **bs198112072020F**.
* indicates a required field.

USERNAME:	bs1981
INVOICE DATE:	12/07/2020
INVOICE NUM:	bs198112072020F
BILLING CYCLE:	12/07/2020 - 12/07/2020

NAME:	brandon smith	INVOICE STATUS:	Payment Due
ADDRESS:	450 high st JACKSON, MS 39201	INVOICE DUE DATE:	12/12/2020
INVOICE AMOUNT:	\$0.60	INVOICE BALANCE:	\$0.60

[Export Invoice](#) [Invoice List](#) [Menu](#) [Firm Maintenance](#)



MEC Firm Billing User Guide

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?
- Log Out?

Invoice Details



Displayed below is detail information for Invoice **bs198112072020F**:

USERNAME:	bs1981	INVOICE STATUS:	Payment Due
INVOICE DATE:	12/07/2020	INVOICE DUE DATE:	12/12/2020
INVOICE NUM:	bs198112072020F	BILLING CYCLE:	12/07/2020 - 12/07/2020
INVOICE AMOUNT:	\$0.60	INVOICE BALANCE:	\$0.60

- [Invoice List](#) [Menu](#) [Firm Maintenance](#)

Client Code: (For No Client Code)

DATE	DESCRIPTION	IP ADDRESS	PAGE COUNT	LINE AMT
12/07/2020 08:46:30	33CH1:17-cv-00011-GMM - Docket Report	10.13.65.2	1	\$0.20
12/07/2020 08:47:37	33CH1:17-cv-00118-GMM - Docket Report	10.13.65.2	1	\$0.20
12/07/2020 08:48:10	33CH1:17-cv-00104-GMM - Docket Report	10.13.65.2	1	\$0.20

Subtotal for Client (For No Client Code) Page Count: 3 Usage: \$0.60

Invoice Total Page Count: 3 Usage: \$0.60

4.9. Upgrading the Firm Tier

The Firm Administrator may upgrade the Firm Tier at any time. Tier 1 allows 1-5 users, Tier 2 allows 6-10 users, and Tier 3 allows unlimited users.

NOTE: The fee to upgrade the Firm Tier from Tier 1 to Tier 2, or from Tier 2 to Tier 3 is \$50.00. The fee to upgrade the Firm Tier from Tier 1 to Tier 3 is \$100.00. The fee is non-refundable, and it is not prorated regardless of the time of the year that the upgrade is made.

To upgrade the Firm Tier:

1. Browse to www.mec.ms.gov
2. Log in to **Maintain Account**.
3. Click on the **Firm Maintenance** button.

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?

Maintain User Account

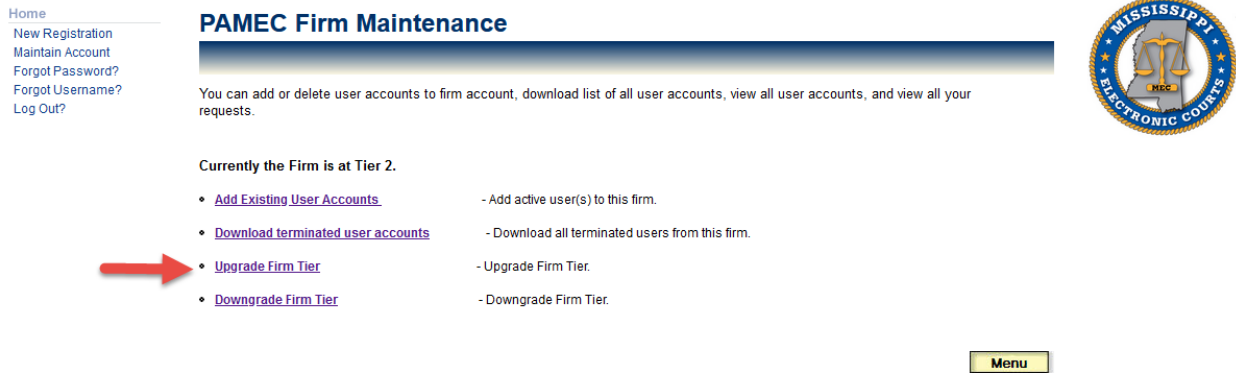


Please use the buttons below to select the area of information to access or update.

- [Firm Administrator](#) Name, primary email address
- [Firm Information](#) Firm name, address, and contact phone numbers.
- [MEC Login Info](#) Login information and password
- [Security Question](#) Security question and answer for the account
- [Secondary Emails](#) Secondary email addresses associated to MEC
- [Firm Invoices](#) View invoices and usage info for viewing documents in MEC
- [Firm Maintenance](#) Add/Remove users, Download users list, View/Cancel firm requests
- [Firm Usage Report](#) View detailed transactions within firm
- [Log Out](#) Log out of the PAMEC system

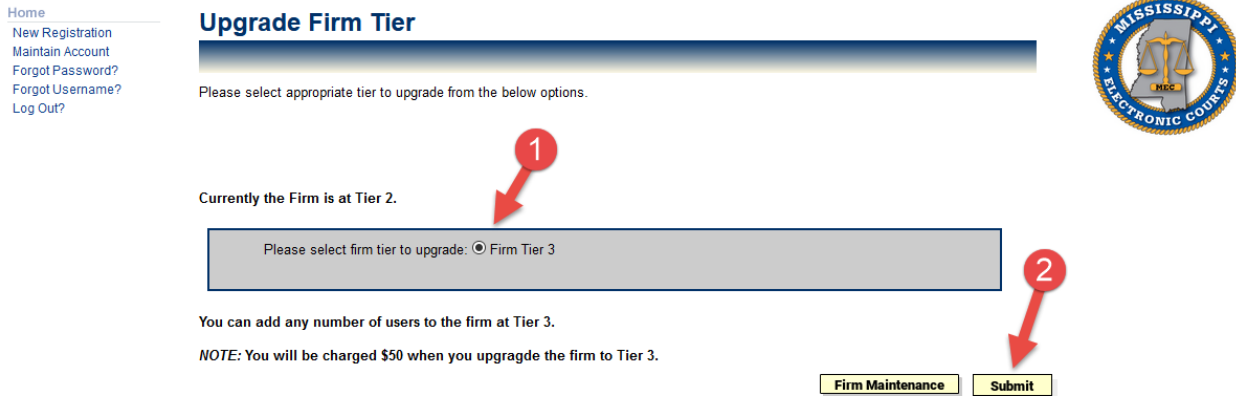


4. Click on the **Upgrade Tier** hyperlink.



The screenshot shows the 'PAMEC Firm Maintenance' page. On the left is a navigation menu with links: Home, New Registration, Maintain Account, Forgot Password?, Forgot Username?, and Log Out?. The main content area has a blue header 'PAMEC Firm Maintenance' and a sub-header 'You can add or delete user accounts to firm account, download list of all user accounts, view all user accounts, and view all your requests.' Below this, it states 'Currently the Firm is at Tier 2.' and lists four options: 'Add Existing User Accounts' (Add active user(s) to this firm.), 'Download terminated user accounts' (Download all terminated users from this firm.), 'Upgrade Firm Tier' (Upgrade Firm Tier.), and 'Downgrade Firm Tier' (Downgrade Firm Tier.). A red arrow points to the 'Upgrade Firm Tier' link. A 'Menu' button is visible in the bottom right corner. The Mississippi Electronic Courts logo is in the top right corner.

5. Select the Firm Tier you wish to upgrade to, and then click **Submit**.



The screenshot shows the 'Upgrade Firm Tier' page. On the left is the same navigation menu as in the previous screenshot. The main content area has a blue header 'Upgrade Firm Tier' and a sub-header 'Please select appropriate tier to upgrade from the below options.' Below this, it states 'Currently the Firm is at Tier 2.' and shows a form with the text 'Please select firm tier to upgrade: Firm Tier 3'. A red arrow with the number '1' points to the radio button. Below the form, it says 'You can add any number of users to the firm at Tier 3.' and includes a note: 'NOTE: You will be charged \$50 when you upgragde the firm to Tier 3.' At the bottom right, there are two buttons: 'Firm Maintenance' and 'Submit'. A red arrow with the number '2' points to the 'Submit' button. The Mississippi Electronic Courts logo is in the top right corner.

6. Follow the onscreen instructions for submitting the payment online.

4.10. Downgrading the Firm Tier

The Firm Administrator may downgrade the Firm Tier at any time.

NOTE: The Firm Tier can be downgraded at any time. However, any registration and/or renewal fees paid by the firm are not prorated and will not be refunded.

To downgrade the Firm Tier:

1. Browse to www.mec.ms.gov
2. Log in to **Maintain Account**.
3. Click on the **Firm Maintenance** button.

MEC Firm Billing User Guide

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?

Maintain User Account



Please use the buttons below to select the area of information to access or update.

- Firm Administrator** Name, primary email address
- Firm Information** Firm name, address, and contact phone numbers.
- MEC Login Info** Login information and password
- Security Question** Security question and answer for the account
- Secondary Emails** Secondary email addresses associated to MEC
- Firm Invoices** View invoices and usage info for viewing documents in MEC
- Firm Maintenance** Add/Remove users, Download users list, View/Cancel firm requests
- Firm Usage Report** View detailed transactions within firm
- Log Out** Log out of the PAMEC system



4. Click on the **Downgrade Tier** hyperlink.

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?
- Log Out?

PAMEC Firm Maintenance



You can add or delete user accounts to firm account, download list of all user accounts, view all user accounts, and view all your requests.

Currently the Firm is at Tier 3.

- [Add Existing User Accounts](#) - Add active user(s) to this firm.
- [Download terminated user accounts](#) - Download all terminated users from this firm.
- [Downgrade Firm Tier](#) - Downgrade Firm Tier.



Menu

5. Select the appropriate Firm Tier to downgrade to, and then click **Submit**.

- Home
- New Registration
- Maintain Account
- Forgot Password?
- Forgot Username?
- Log Out?

Downgrade Firm Tier



Please select appropriate tier to downgrade from the below options.

Currently the Firm is at Tier 3.

Please select firm tier to Downgrade: Firm Tier 1 Firm Tier 2

You can add 5 users to the firm at Tier 1.
You can add 10 users to the firm at Tier 2.

Firm Maintenance **Submit**

1

2