To pay for fees, you must be logged in as either a Contractor or Public User.

**DO NOT PAY FOR FEES UNLESS INSTRUCTED TO DO SO BY CITY STAFF**

1. After you have logged into your account you need to search for the permit, project, or license record that you want to pay for. To do so, from your dashboard, click the search button on the left menu.

2. For permits and projects, you can search by either the site address or the Permit/Project Number. For Licenses, you can search by the Company name or License Number.

3. Once you have found the Permit, Project, or License you are looking for click it and go to the fees tab. From here, you can click on Add To Cart, Pay All Fees, or the Fee amounts to all the fees into your shopping cart.
4. Now that you see your fees in your Shopping Cart, click Proceed to Checkout. Before payment, review your checkout summary for a breakdown of your fees. If everything looks correct, click Proceed to Payment.

5. You will now be forwarded over to our credit card processing page. Enter in your billing information and click Process Payment to finish your transaction. Only click the process payment button once.