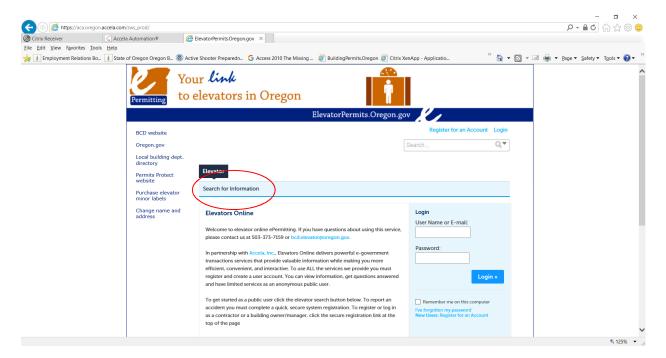**HOW TO PAY A FEE**

You do not have to create an account to search for, view and pay fees. You will need the equipment ID number (or permit number) to find the correct elevator.

(If you have more than one piece of equipment at your location, see instructions on creating a collection, which will allow you to pay all of your fees at once)
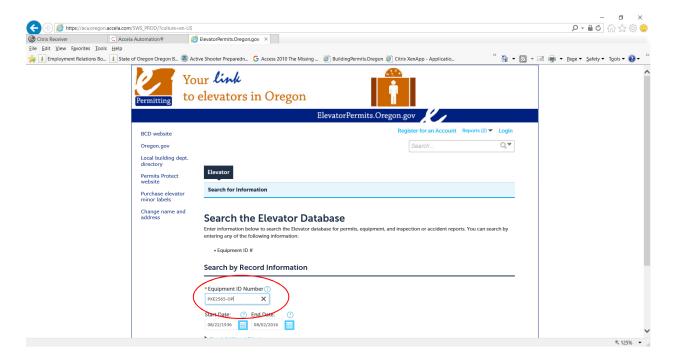
*****NOTE: It is best to use Internet Explorer when using our website.

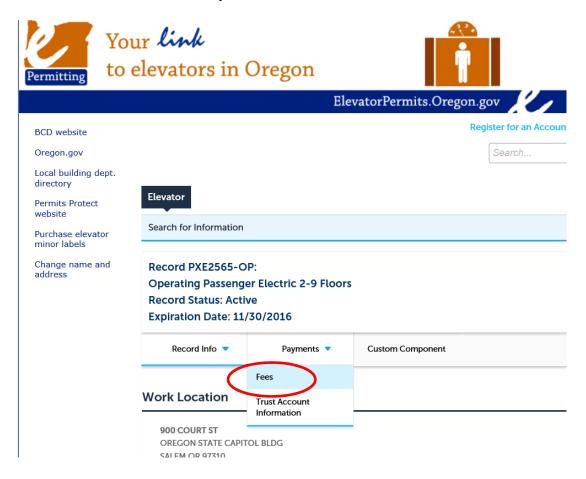Start by clicking on "Search for Information" from the Home Page:

On the next screen, in the "Equipment ID Number" field, enter your equipment ID/permit number followed by –OP:
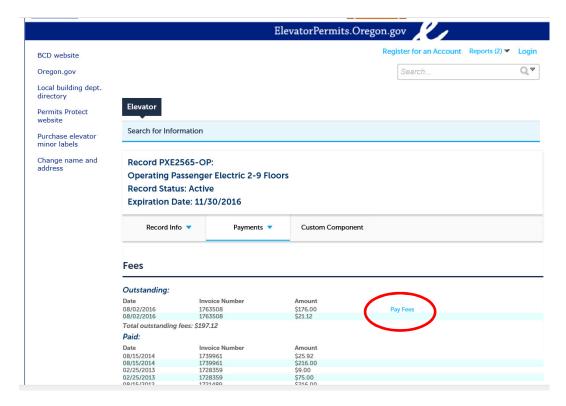

*****NOTE: Each elevator has two record numbers – one for the equipment installation and one for the operating permit (thus the –OP). If, when you enter the equipment ID, you do not add the –OP, you will not see information on your elevator during its operation.
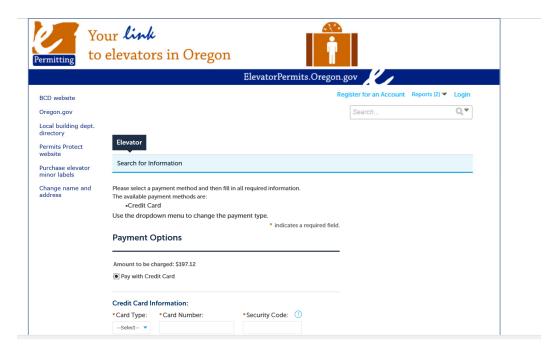
On the next screen, click on "Payments", then "Fees":

Click on "Pay Fees":

Click on "Continue Application" enter your credit card information on the next screen and click "Submit Payment":

You will be able to print a receipt once your payment has been submitted and processed.