

Online Planning Payments – When Agencies Elect to Disable

This is the process for the public user when attempting to pay for Planning fees for agencies who elect to not take online payments for their Planning module.

1. Search for **Planning** record.

General Search

Change the Start Date field to find permits over a year old.

Search All Records

Start Date: End Date:

Record #:
995-18-000031-PLNG

2. Select the record > click **Payments** > **Fees**.

Record 995-18-000031-PLNG:
Planning Tracking
Record Status: App Submitted
Expiration Date: 10/23/2019

Record Info ▾ Payments ▾

Fees

3. The **Pay Fees** option is still available > click **Pay Fees** next to **Invoiced fees**.

Record Info ▾ Payments ▾

Fees

Outstanding:

| Date | Invoice Number | Amount |
|------------|----------------|------------|
| 12/05/2018 | 786 | \$3,500.00 |

Total outstanding fees: \$3,500.00

Paid:

| Date | Invoice Number | Amount |
|------------|----------------|----------|
| 10/25/2018 | 776 | \$500.00 |
| 10/25/2018 | 775 | \$500.00 |

Total paid fees: \$1,000.00

Pay Fees

4. See fees again > Click **Continue Application**.

| Application Fees | | |
|------------------|------|------------|
| Fees | Qty. | Amount |
| Annexation | 1 | \$3,500.00 |

TOTAL FEES: \$3,500.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

5. Enter credit **card information** > click **Submit Payment**.

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Country:

* Mailing Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment »](#)

6. Error message displays and payment cannot be submitted.

