

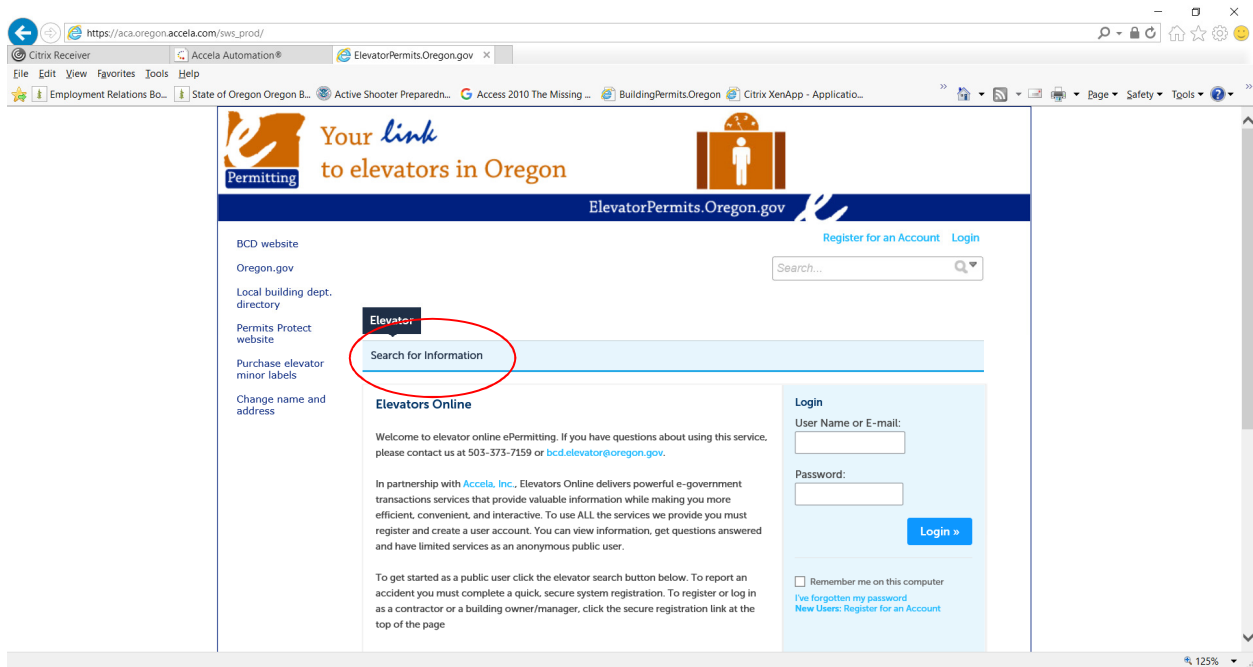
## HOW TO PAY A FEE

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)**

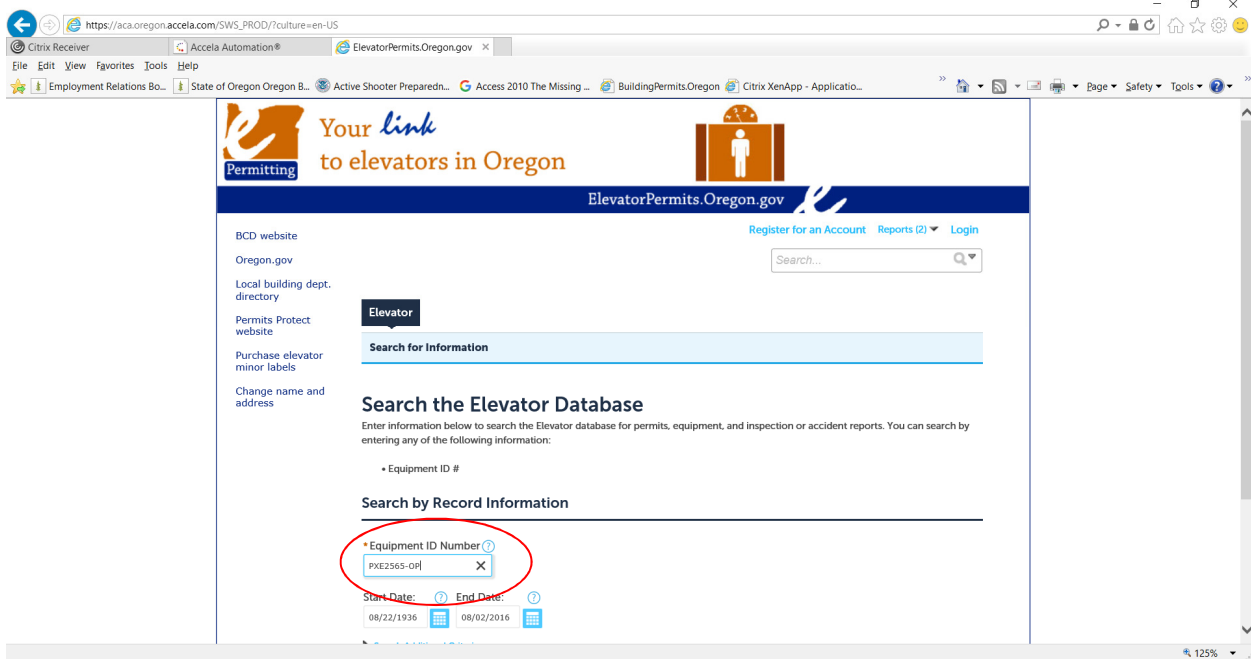
**\*\*\*\*\*NOTE:** It is best to use Internet Explorer when using our website.

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

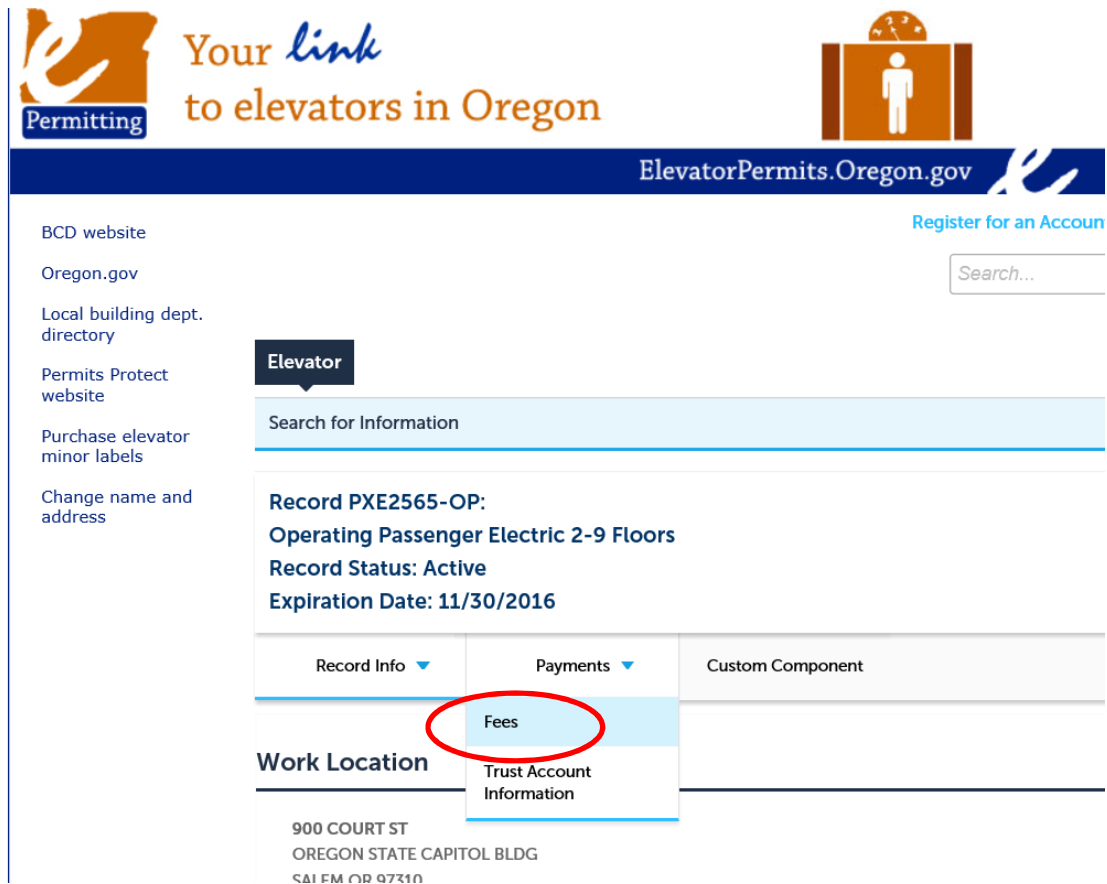


On the next screen, in the “Equipment ID Number” field, enter your equipment ID/permit number followed by –OP:

**\*\*\*\*\*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”:

ElevatorPermits.Oregon.gov

Register for an Account Reports (2) Login

Search...

BCD website Oregon.gov Local building dept. directory Permits Protect website Purchase elevator minor labels Change name and address

**Elevator**

Search for Information

**Record PXE2565-OP:**  
Operating Passenger Electric 2-9 Floors  
Record Status: Active  
Expiration Date: 11/30/2016

Record Info Payments Custom Component

**Fees**

**Outstanding:**

Date	Invoice Number	Amount
08/02/2016	1763508	\$176.00
08/02/2016	1763508	\$21.12

Total outstanding fees: \$197.12

**Paid:**

Date	Invoice Number	Amount
08/15/2014	1739961	\$25.92
08/15/2014	1739961	\$216.00
02/25/2013	1728359	\$9.00
02/25/2013	1728359	\$75.00
08/15/2012	1721480	\$216.00

Pay Fees

Click on “Continue Application” enter you credit card information on the next screen and click “Submit Payment”:

Your link to elevators in Oregon

ElevatorPermits.Oregon.gov

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Search...

BCD website Oregon.gov Local building dept. directory Permits Protect website Purchase elevator minor labels Change name and address

**Elevator**

Search for Information

Please select a payment method and then fill in all required information.  
The available payment methods are:  
•Credit Card  
Use the dropdown menu to change the payment type.  
\* indicates a required field.

**Payment Options**

Amount to be charged: \$197.12

Pay with Credit Card

**Credit Card Information:**

\* Card Type: \* Card Number: \* Security Code: ?

--Select--

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