

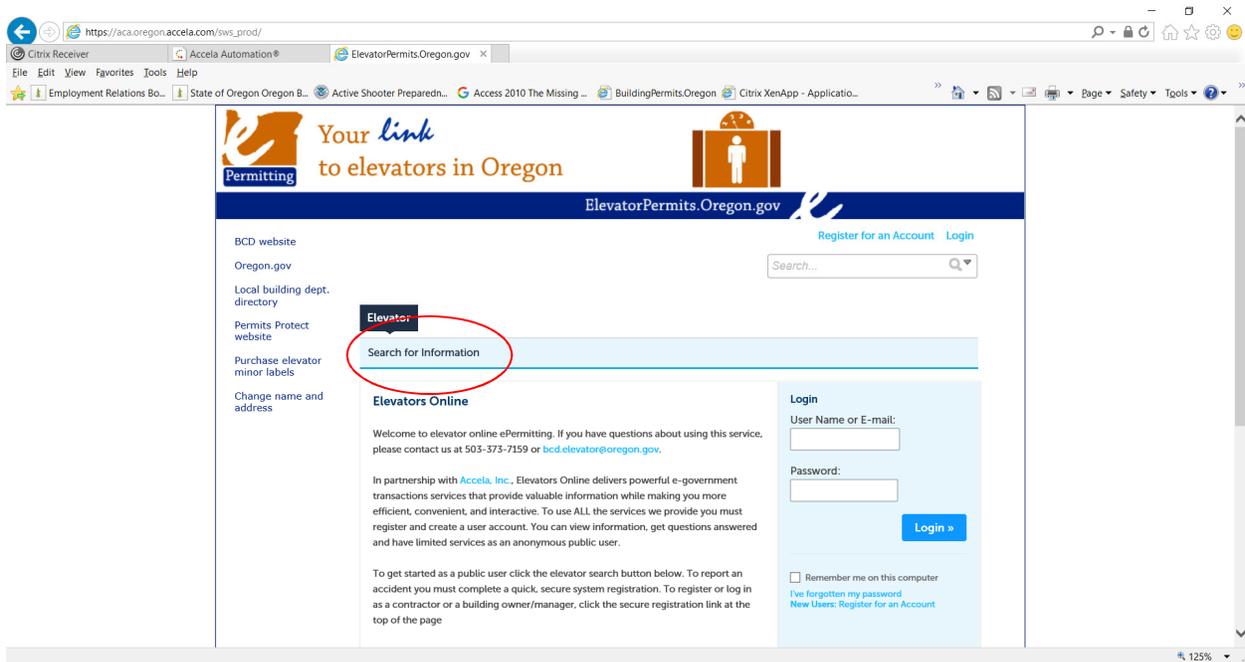
HOW TO PAY A FEE

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)

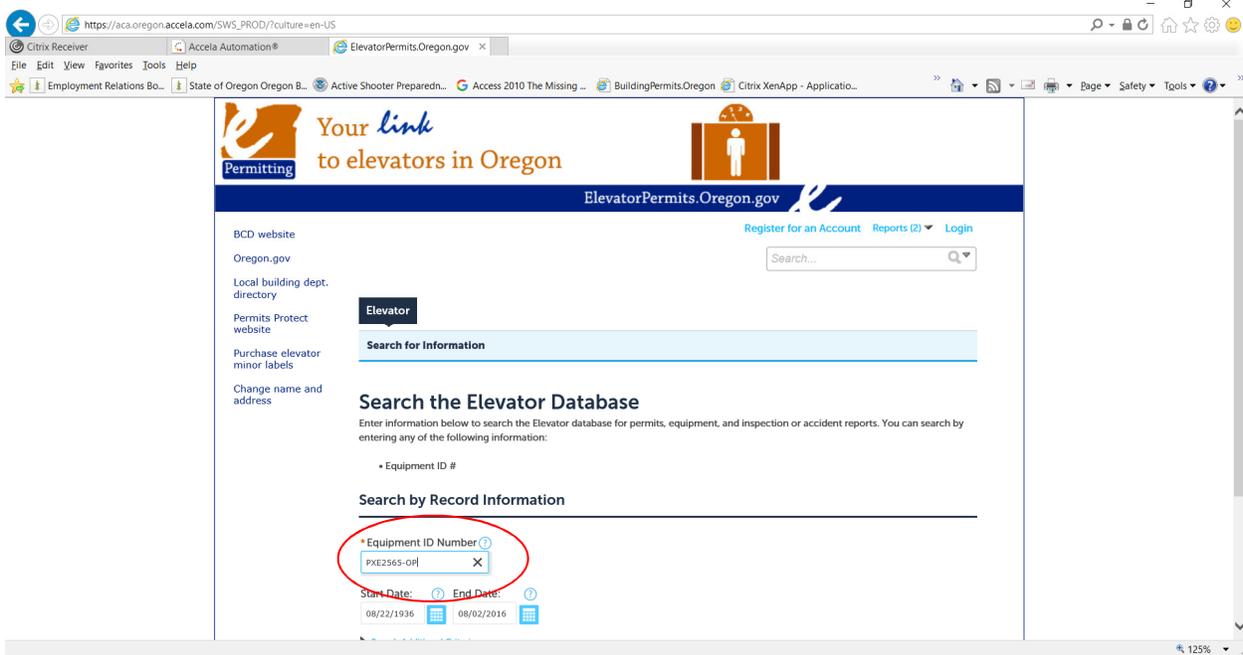
*******NOTE:** It is best to use Internet Explorer when using our website.

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

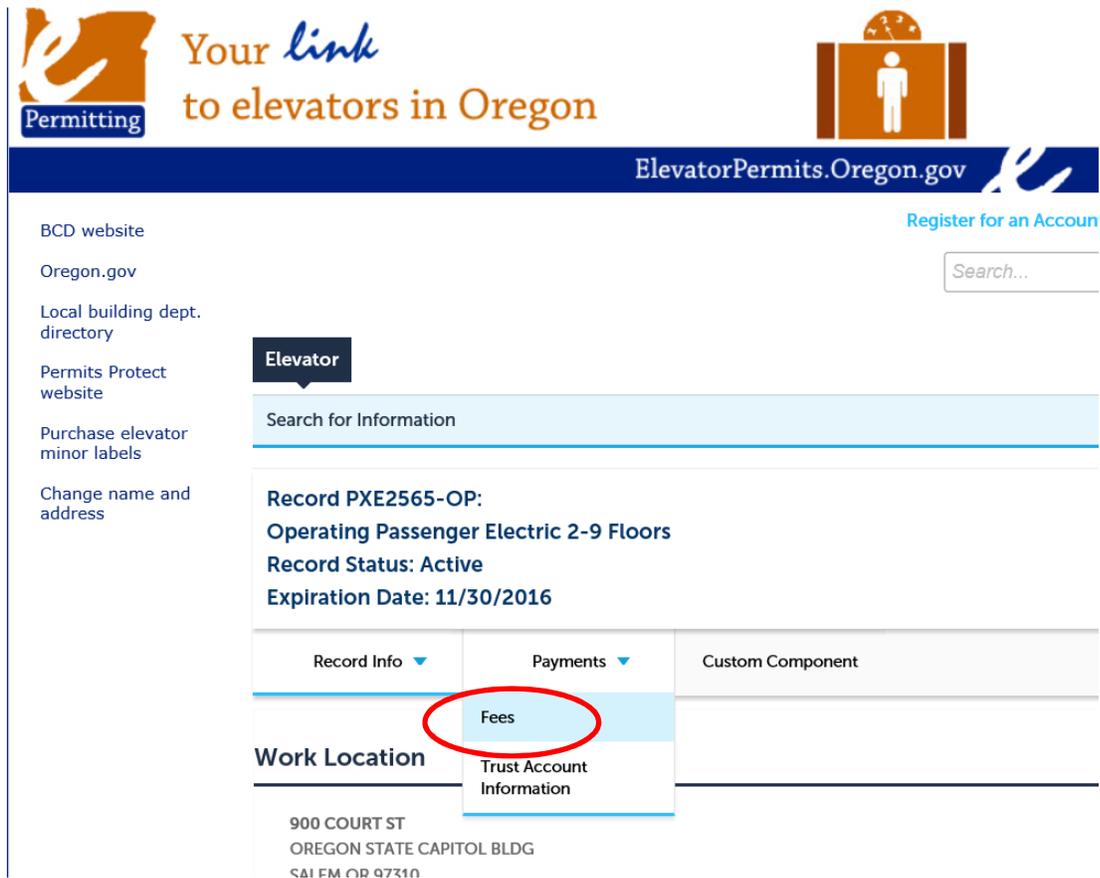


On the next screen, in the “Equipment ID Number” field, enter your equipment ID/permit number followed by –OP:

*******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”:

The screenshot shows the ElevatorPermits.Oregon.gov website. The header includes the site name and navigation links: Register for an Account, Reports (2), and Login. A search bar is present. The left sidebar contains navigation options: BCD website, Oregon.gov, Local building dept. directory, Permits Protect website, Purchase elevator minor labels, and Change name and address. The main content area shows a record for 'Record PXE2565-OP: Operating Passenger Electric 2-9 Floors' with a status of 'Active' and an expiration date of '11/30/2016'. Below this are tabs for 'Record Info', 'Payments', and 'Custom Component'. The 'Payments' tab is active, displaying a 'Fees' section. It lists 'Outstanding' fees with columns for Date, Invoice Number, and Amount. A 'Pay Fees' button is circled in red. Below the outstanding fees is a 'Paid' section with similar columns.

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

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

The screenshot shows the payment options screen on ElevatorPermits.Oregon.gov. The header includes the site name and navigation links: Register for an Account, Reports (2), and Login. A search bar is present. The left sidebar contains navigation options: BCD website, Oregon.gov, Local building dept. directory, Permits Protect website, Purchase elevator minor labels, and Change name and address. The main content area shows a 'Payment Options' section. It includes a message: 'Please select a payment method and then fill in all required information. The available payment methods are: •Credit Card'. Below this is a dropdown menu to change the payment type. The 'Pay with Credit Card' option is selected. The amount to be charged is \$197.12. The 'Credit Card Information' section includes fields for Card Type, Card Number, and Security Code, with a help icon for the Security Code field.

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