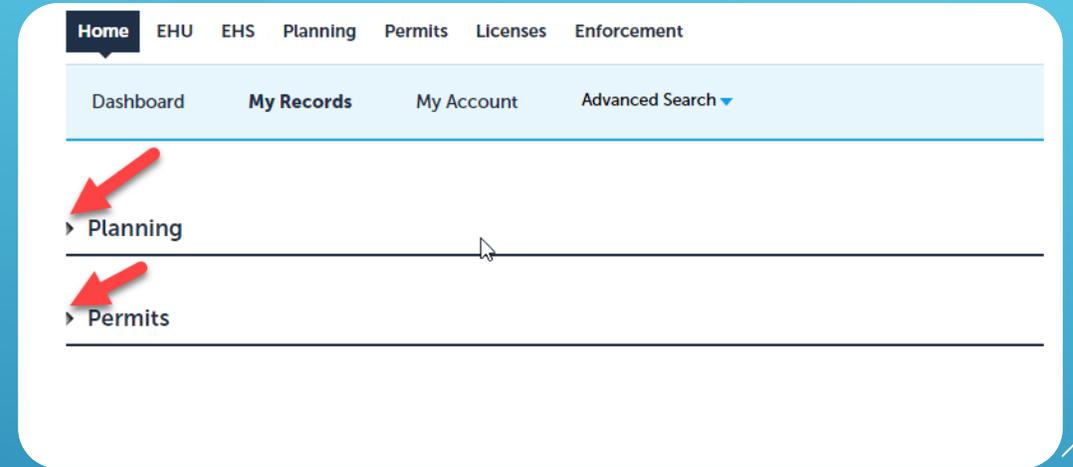


HOW TO PAY FOR YOUR FEES ONLINE

A quick and easy guide to show you where to go and how to complete your payment.

- Once you are logged on your dashboard, to go to “My Records”
- Find the permit you are looking to pay for by clicking on the arrow next to the module(s)
- Once the list is expanded, look for the permit that needs fees paid



HOW TO PAY FOR YOUR FEES

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Action	Status
<input type="checkbox"/>	12/12/2022	22-12-1	Mechanical Permit				Submitted
<input type="checkbox"/>	11/01/2022	22-11-1	Demolition Permit			Pay Fees Due	Awaiting Assignme
<input type="checkbox"/>	11/01/2022	22-11-1	Commercial - Industrial Building Permit				Submitted
<input type="checkbox"/>	10/24/2022	22-10-1	Fire Code Permit			Pay Fees Due	In Review
<input type="checkbox"/>	10/24/2022	22-10-1	Demolition Permit			Pay Fees Due	In Review
<input type="checkbox"/>	10/24/2022	22-10-1	Residential Utility Structure			Pay Fees Due	

Home EHU EHS Planning **Permits** Licenses Enforcement

Apply for a Permit Search Permit Records Schedule an Inspection

Record 22-10-2213: Demolition Permit
Record Status: In Review

[Add to cart](#)
[Add to collection](#)

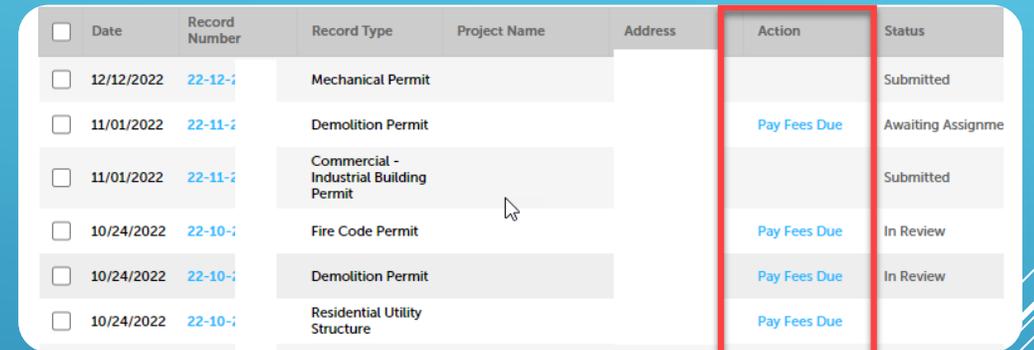
[Like 0](#) [Tweet](#)

[Record Info](#) [Payments](#)

- Once in your permit dashboard, you will have several options to pay for your permitting fees.
 - The Action Column
 - Inside the individual permit

HOW TO PAY FOR YOUR FEES

- The Action Column is one of the places you will be able to:
 - Pay Fees Due (see the next slide to find another way to pay)
 - Schedule an Inspection
 - Resume a partially filled out application
- To pay using the Action Column, just click where it says “Pay Fees Due” and follow the prompts
- The system will bring you to the option to complete your checkout

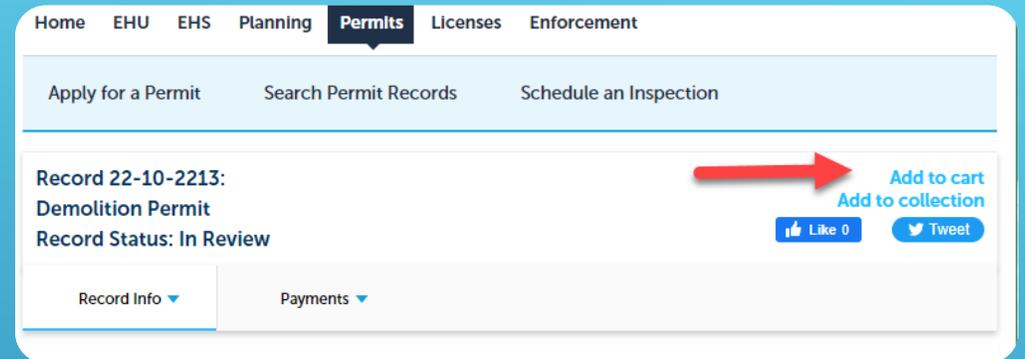


A screenshot of a web application interface showing a table of permit records. The table has seven columns: Date, Record Number, Record Type, Project Name, Address, Action, and Status. The 'Action' column is highlighted with a red border. The table contains six rows of data, each with a checkbox in the first column. The 'Action' column contains links for 'Pay Fees Due' for three of the records.

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Action	Status
<input type="checkbox"/>	12/12/2022	22-12-1	Mechanical Permit				Submitted
<input type="checkbox"/>	11/01/2022	22-11-1	Demolition Permit			Pay Fees Due	Awaiting Assignme
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<input type="checkbox"/>	10/24/2022	22-10-1	Demolition Permit			Pay Fees Due	In Review
<input type="checkbox"/>	10/24/2022	22-10-1	Residential Utility Structure			Pay Fees Due	

THE ACTION COLUMN

- Click on a permit link.
- Once you are in the permit, you will see “Add to Cart” on the upper right-hand side.
- By adding the permit to your “cart”, this allows you to pay for one or more permits at one time (See the next slide).



PAY FEES BY CLICKING THE PERMIT

- The “Cart” allows for one or more permits to be paid for on one transaction.
- At this point in the process, you can:
 - Checkout and complete your transaction.
 - Edit your Cart, including removing permits you are paying for.
 - Continue shopping, a.k.a. adding more permits to pay for.
 - The system will keep the running total for you as you keep adding more.

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

207 N 4TH AVE, KELSO 98625

6 Application(s) \$1,856.45	
▶ Critical Areas 22-09-2177	Total due: \$238.00
▶ Floodplain 22-09-2182	Total due: \$337.00
▶ Residential Utility Structure 22-10-2207	Total due: \$209.69
▶ Fire Code Permit 22-10-2217	Total due: \$447.76
▶ Commercial - Factory Assembled Structures 22-10-2218	Total due: \$354.00
▶ Demolition Permit 22-11-2239	Total due: \$270.00

Total amount to be paid: \$1,856.45
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

USING THE “CART”

- You will find two payment methods with Accela
 - Pay with a Credit Card (debits too)
 - Pay with Bank Account (Electronic Fund Transfer)
- See our next slide for more information on associated service fees with payment types

The screenshot displays a three-step payment process. Step 2, 'Payment information', is active. It instructs the user to select a payment method and fill in required information. The available methods are Credit Card, Bank Account, and Trust Account. A dropdown menu is used to change the payment type. The amount to be charged is \$1,856.45. The 'Pay with Credit Card' option is selected. A 'Submit Payment >' button is at the bottom.

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type. * indicates a required field.

Payment Options

Amount to be charged: \$1,856.45

Pay with Credit Card
 Pay with Bank Account

[Submit Payment >](#)

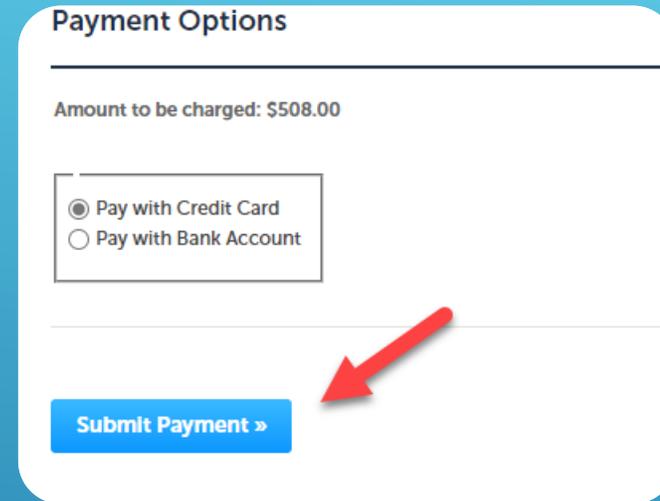
COMPLETING THE PAYMENT

- Credit Card Service Fee:
 - **2.75%** for each transaction, with a minimum of **\$2.00**
- See Chart below for eCheck Service Fees:
 - Fees are based on transaction totals

<u>eCheck Transaction Tiers</u>	<u>Fees</u>	<u>Frequency</u>
\$0.00 to \$50,000.00	\$1.75 w/Verification	Per Transaction
\$50,000.01 to \$75,000.00	\$3.00 w/Verification	Per Transaction
\$75,000.01 to \$100,000.00	\$6.00 w/Verification	Per Transaction
\$100,000.01 to \$150,000.00	\$10.00 w/Verification	Per Transaction
\$150,000.01 to \$250,000.00+	\$15.00 w/Verification	Per Transaction

SERVICE FEES

- Click “Submit Payment” once you are ready to input your payment information
- Once payment has gone through, your permit number is generated



The screenshot shows a white rounded rectangular form titled "Payment Options". Below the title, it states "Amount to be charged: \$508.00". There are two radio button options: "Pay with Credit Card" (which is selected) and "Pay with Bank Account". At the bottom of the form is a blue button with the text "Submit Payment »". A red arrow points from the right side of the form towards the "Submit Payment" button.

COMPLETING PAYMENT