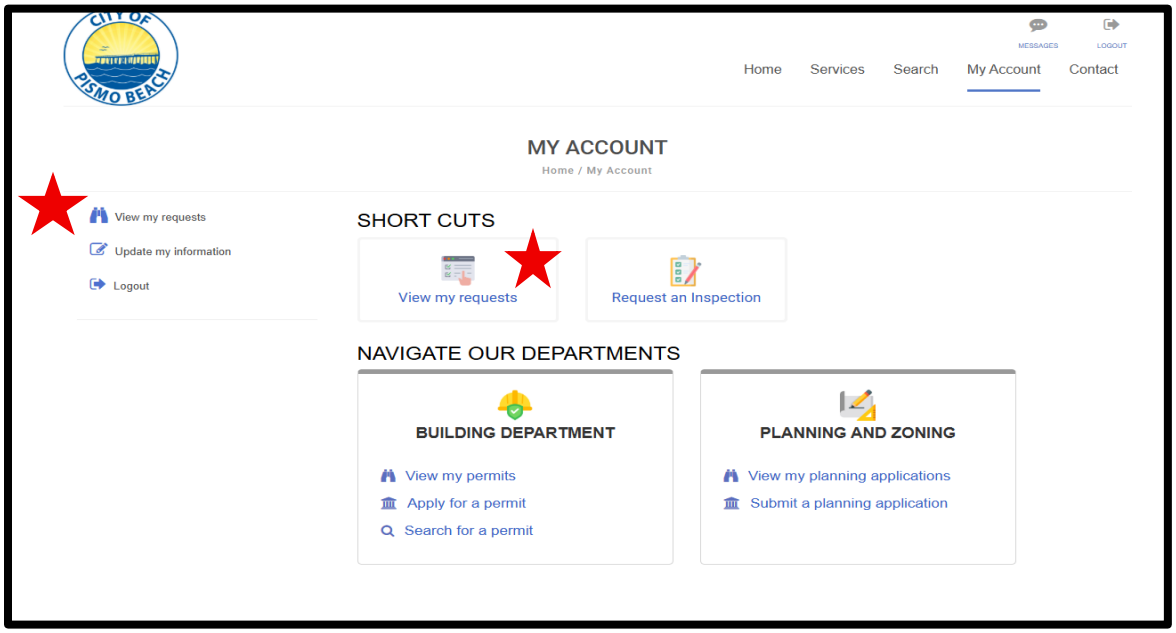
Making a Payment in the Portal

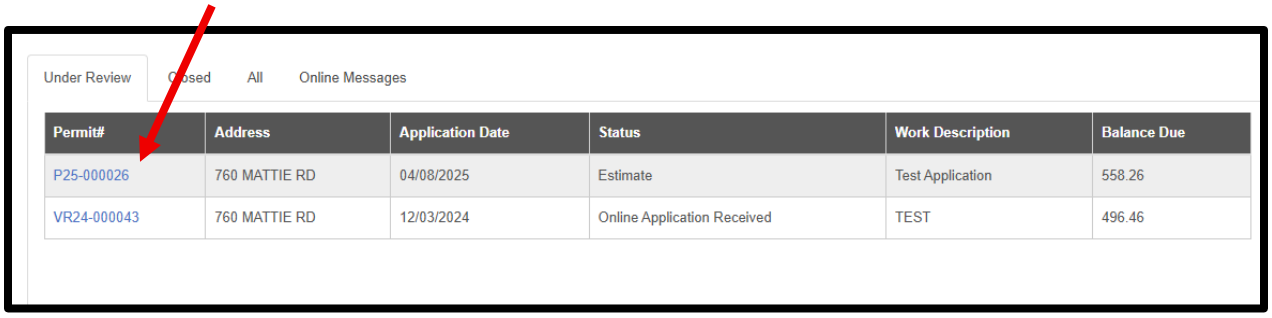
1. **Login to your portal account. You will see the following screen. Click on "View My Requests."**



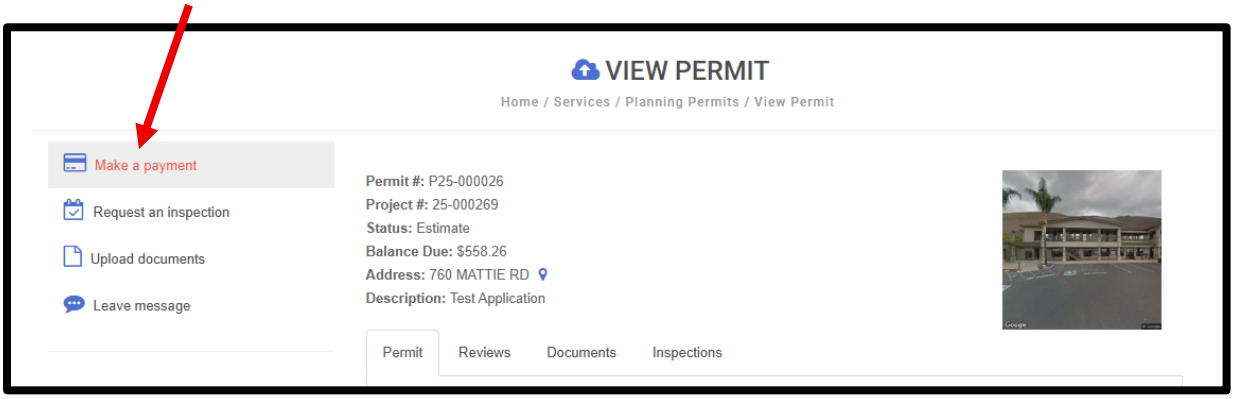
2. **From the drop-down bar select "View My Planning Permits" or "View My Building Permits" depending on which permit type you are paying.**



3. **The permits you currently have Under Review will show. Select which Permit # you are paying for. See example below.**



4. **Once you select the appropriate Permit # you will see the option to "Make a Payment."**



5. **When you click on "Make a Payment" it will direct you to the payment processor page. Please fill in the necessary information. A receipt will be generated.**

