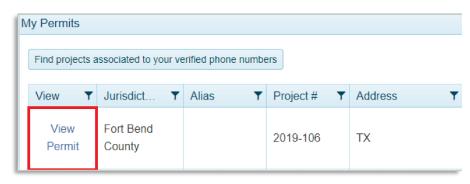
## **Pay Online**

MyGovernmentOnline allows you to pay permitting fees from the convenience of your home or office. The jurisdiction will notify you via email when you are able to pay fees online. Fee amounts vary between permit types and jurisdiction but the process you will take to pay fees through the customer portal is always the same.

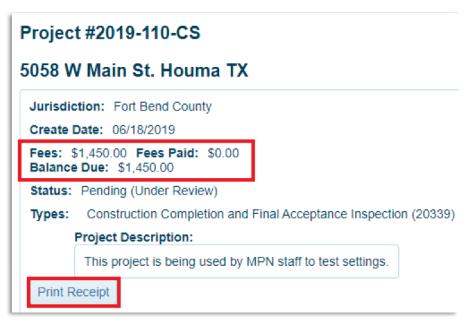
**Step 1:** Log into your MyGovernmentOnline Account. <u>Click here if you don't have</u> an account.

**Step 2:** Locate the project by searching the project number or address. You will have to add the project to your account to pay fees. <u>Click here to learn how to add projects to you MyGovernmentOnline account</u>.

**Step 3:** Open the project by clicking View Permit. The total fee amount, balance due and balance paid will be displayed in the overview box at the top of the project page.

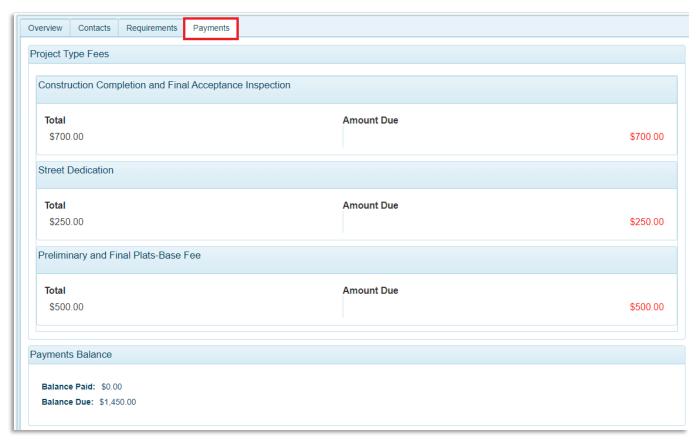


From here, you can click "Print Receipt" to view and print a receipt with the project number, project address and a list of all fees and payments.

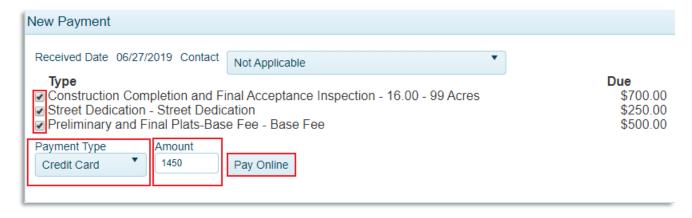


**Step 4:** Clicking the tab labelled <u>Payments</u> will list out each fee on the project as well as the amount due.

Below this you will find a Payments Balance section. This relists the balance paid and the balance due from the project overview box at the top.



**Step 5:** Below this is the New Payment section. Here you can select the fees you would like to make a payment on. Payment types are typically Credit Card or ACH. The amount box automatically totals all checked off fees.



**Step 6:** Click Pay Online. You will be taken to the jurisdiction's payment portal. Here you will enter your card or check information and submit the information. Your payment will be sent directly to the jurisdiction; MyGovernmentOnline does not process any money.

Payment Portal	
Card Holder Name:	
Credit Card Type:	Discover ▼
Credit Card Number:	
Expiration Date:	January ▼ 2019 ▼
CVC Number: What is this?	
Billing Address	
Suite / Apartment	
City	
State	Alabama ▼
Postal Code	
	Cancel Submit