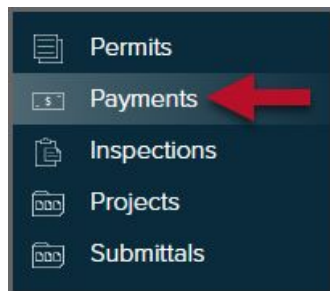


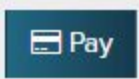
How-to Guide


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Step 1: Download an Invoice

- Click **Payments**



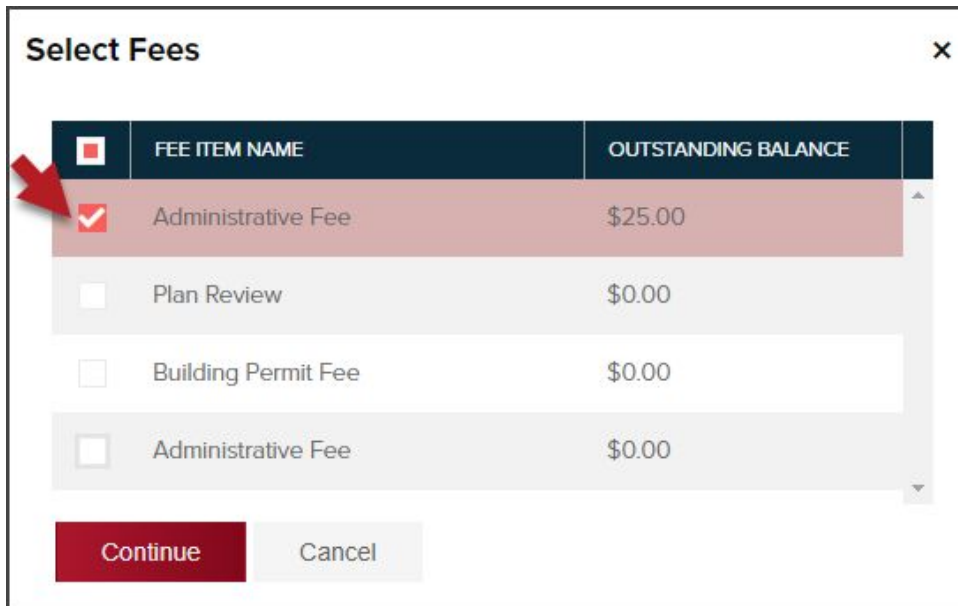
- Click  next to the permit you are making a payment on

PERMIT NUMBER	ADDRESS	PERMIT TYPE	AMOUNT DUE	
19GOT-B00017	1251 Lemay Avenue, Fort Collins	New Commercial Building	\$5,960.50	
19GOT-B00020	1251 Lemay Avenue, Fort Collins	Basement Finish	\$125.00	
19GOT-B00039	1251 South Mason Street, Fort Collins	New Commercial Building	\$25.00	

- Click the dropdown on the Actions button
- Then click **Generate Invoice**

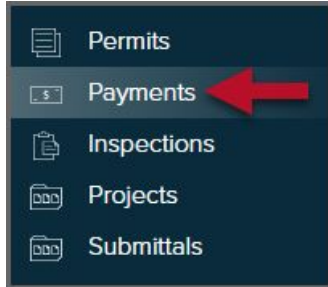



- Click the box (or boxes) next to the fee name to select the fees you are generating an invoice for, then click **Continue**




Step 2: Make a Payment

- Click **Payments**



- Click  next to the permit you are making a payment on

PERMIT NUMBER	ADDRESS	PERMIT TYPE	AMOUNT DUE	
20FC-EL0009	5985 Sky Pond Drive, Loveland	Electrical Permit	\$20.00	

- Click the dropdown on the Actions button
- Then click **Enter Payment**



- Click the box (or boxes) next to the fee name to select the fees you are paying, then click **Continue**


Select Fees

<input checked="" type="checkbox"/>	FEE ITEM NAME	OUTSTANDING BALANCE
<input checked="" type="checkbox"/>	Fee20In2020	\$20.00

Step 3: Download a Receipt

- Click Transactions tab



- Click  to download receipt



DATE	REFERENCE NUMBER	PAYER	CASHIER	AMOUNT	TRANSACTION TYPE	
05-02-2019	1234	Jill	Jill Hudoletnjak	\$90.00	Payment	

A table with six columns: DATE, REFERENCE NUMBER, PAYER, CASHIER, AMOUNT, and TRANSACTION TYPE. The first row contains the values: 05-02-2019, 1234, Jill, Jill Hudoletnjak, \$90.00, and Payment. In the rightmost column, there is a document icon with a red arrow pointing to it.