



The fees paid through the Civic Access portal can vary depending on the application you are submitting. We'll discuss in this guide how to pay those fees if they appear at application, or when you receive an email stating you have fees to pay (potentially any point after application).

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## Adding Fees to the Cart

There are different options for either paying your fees immediately or adding fees to the cart similar to other ecommerce websites. Options 1 and 3 will allow for adding fees to the cart while options 2 and 4 will allow you to pay those fees instantly.

- OPTION 1** - If an application was just submitted, the first screen you will be presented with is a confirmation page



- Click the Add to Cart button to place these fees in your shopping cart



- OPTION 2** – After navigating to your record from the All Records menu, select the Summary tab



- Under the Available Actions tab click the Pay Now button



- Click Pay Now from the Invoice screen and provide your credit card information on the screen that follows



- OPTION 3** – After navigating to your record from the All Records menu, select the Fees tab (which will be highlighted with a red exclamation mark)



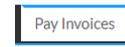
- Use the Remaining Fees section to review invoices and associated fees



- When ready to add invoiced fees to cart, click the Add to Cart button in the Fee Summary section



- OPTION 4** – Also available is the Pay Invoices menu that allows for searching for outstanding fees with the use of an invoice number.



- In the search box, place the desired invoice number and click Search



- If the number matches up with an invoice in the system, the search page will refresh to that invoice page



- Click the Pay Now button



## Paying Fees in the Shopping Cart

If you plan on submitting more than one application, the Civic Access portal will allow you to add multiple fees to your shopping cart before processing the payment. The below instructions assume you have already performed the steps in the above section for adding those fees.

- Next to the profile drop-down in the upper right side of any Civic Access screen, click the number located next to the shopping cart



- Use the Shopping Cart screen to review all fees for payment and then click either of the Check Out buttons



- On the MyGovPay screen click the Choose Payment Method button



- Complete all fields in the credit card pop out screen of the MyGovPay payment page

Card number

MM

YYYY

Cardholder name

Address

Billing ZIP code

Security code

- Click the Continue button



- Click Pay Now to process payment

Invoice #	Item Description	Quantity	Unit Price	Total Price	
INV-00000001	BOOK 22-06-00001	1	\$245.00	\$245.00	
INV-00000002	BOOK 22-06-00001	1	\$238.87	\$238.87	
				Order Total	\$483.87

Payment Details

Select payment method

Transaction 1234

Pay Now \$483.87

- Click the Continue to Site button to return to Civic Access



- The next screen presented is the Civic Access confirmation screen



- If you wish to access your record, click the All Records Menu at the top and navigate back to your record

*\*\*There may be a 1–2-minute delay from the payment processor before your record reflects this payment\*\**