


# Pay Fees

To view or pay fees, the fees must be invoiced first by the jurisdiction.

1. Navigate to the **desired record**.
2. Click the **Fees** tab.

Permit Number: BLDR-000308-2023 

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Type:	Building (Residential) - New Single Family	Status:	Issued	Project Name:	
IVR Number:	100364	Applied Date:	01/31/2023	Issue Date:	01/31/2023
District:	East	Assigned To:	Lopez, Spencer	Expire Date:	07/31/2023
Square Feet:	2,800.00	Valuation:	\$350,000.00	Finalized Date:	
Description:					

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- a. Click **Add To Cart** to add the invoice to the electronic shopping cart.

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Fee Summary

Total Fees:	\$50.00	Paid Fees:	\$0.00	Unpaid Fees:	\$50.00	<b><a href="#">Add To Cart</a></b>
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3. Or navigate to **My Invoices** on the Dashboard.
4. Click **Add To Cart** in the My Invoices section on the Dashboard to add invoices to the electronic shopping cart.

## My Invoices

Current 5	\$40,285.80	<a href="#">Add To Cart</a>
Past Due 1	\$1,072.50	<a href="#">Add To Cart</a>
Total 6	\$41,358.30	<b><a href="#">Add To Cart</a></b>

[View My Invoices](#)

**NOTE** Customers can add both Current and Past Due invoices to the electronic shopping cart from the My Invoices section on the Dashboard.



# Invoices

Customers can access paid, voided, or unpaid invoices through the Dashboard and the various menus as well as add invoices to the electronic Shopping Cart from a record or the My Work menu.

To view invoice information:

1. Mark an **Invoice Number(s)** on the **MY INVOICES** tab of My Work.

**My Work**

[MY INVOICES](#)
[MY PERMITS](#)
[MY PLANS](#)
[MY EXISTING INSPECTIONS](#)
[REQUEST INSPECTIONS](#)
[MY LICENSES](#)

Search... [Export to Excel](#)

[Add To Cart](#)
[Display](#)
 Unpaid  for All Invoices

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-00000154	\$1,072.50	01/15/2023	Invoiced, Past Due	BLDR-000209-2022	1234 Chalet Rd Naperville, I...
<input type="checkbox"/>	INV-00000251	\$250.00	03/01/2023	Due	BLDR-000298-2023	1234 Chalet Rd Naperville, I...
<input type="checkbox"/>	INV-00000252	\$2,961.75	03/01/2023	Due	BLDR-000298-2023	1234 Chalet Rd Naperville, I...
<input type="checkbox"/>	INV-00000253	\$2,000.00	03/01/2023	Due	RZNE-000055-2023	1125 Kings Point Ct Naperv...
<input type="checkbox"/>	INV-00000254	\$34,249.05	03/01/2023	Due	BLDC-000300-2023	1122 S Charles Av Napervill...
<input type="checkbox"/>	INV-00000287	\$825.00	03/11/2023	Due	BLDC-000336-2023	1012 95th St Naperville, IL ...

2. Or click an **Invoice number(s)** in the Remaining Fees section of the Fees tab of the case.

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**Fee Summary**

<b>Total Fees:</b>	\$34,249.05	<b>Paid Fees:</b>	\$0.00	<b>Unpaid Fees:</b>	\$34,249.05	<a href="#">Add to Cart</a>
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**Remaining Fees** Sort

Fee	Invoice	Computed	Amount Due
Building Permit Fee (Non-Residential)	INV-00000254	\$20,757.00	\$20,757.00
Building Plan Review Fee	INV-00000254	\$13,492.05	\$13,492.05



Civic Access displays the invoice.

3. Click **print** to print or save the invoice as a PDF.
4. Click **Primary Fees** to view the Fee Name, Fee Total, Amount Due, Case Number, Case Type, and Notes for all fees associated with the invoice.
5. Click **Misc Fees** to view the Fee Name, Fee Total, Paid Amount, and Amount Due for all miscellaneous fees associated with the invoice.
6. Click **Payments** to view the Receipt Number, Status, Transaction Type, Payment Type, Payment Amount, and Payment Date for any payments associated with the invoice.
7. Click **Attachments** to view the File Name and Added Date for all files attached to the invoice.
8. Click **Contacts** to view the Company name, First Name, Last Name, Title, and Email for all contacts associated with the invoice.
9. Click **Add to Cart** to add the invoice to the **Shopping Cart**.
10. Click **Pay Now** to make a payment.

Invoice Number: INV-0000254 [Pay Now](#) 

Invoice Total: \$34,249.05

Status: Due Invoice Date: 01/30/2023 Due Date: 03/01/2023

Description: BLDC-000300-2023 - Created during online application in Civic Access

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Primary Fees Sort Fee Name ▼

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Building Permit Fee (Non-Residential)	\$20,757.00	\$20,757.00	BLDC-000300-2023	Permit	
Building Plan Review Fee	\$13,492.05	\$13,492.05	BLDC-000300-2023	Permit	

