



City of Chicago

Paying Fees

User Guide [Ver. 1.0]

4/15/2014

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Paying for your fees

You can access your cart by clicking the “Cart” button in the upper right hand corner of any page.

CHICAGO > Inspections, Permitting & Licensing

Translate Select Language

Renee Griffin ▾ Permits ▾ 811 ▾ Trade Licenses ▾ AIC Documentation ▾ Cart (1)

Home

Dashboard

Search... Search Advanced Search Select Items To Pay

Stationary Engineer License	Elevator License	Stationary Engineer License
BBRI203699	BEVC203695	BBRI203694
Status: Intake Review	Status: License Active	Status: Exam Fee
Due: [blank]	Due: [blank]	Due: [blank]
View App: BBRI203699	View App: BEVC203695	View App: BBRI203694

Once there, follow the steps below to complete the payment process.

CHICAGO > Inspections, Permitting & Licensing

Translate Select Language

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Home > Inspections, Permitting & Licensing

Checkout

Click Begin Checkout to start the payment process.

My Cart

Description	Amount
BBRI203694 Stationary Engineer License	\$70.00
Total	\$70.00

Print Cart Begin Checkout (\$70.00) Remove Remove All

Click Remove to remove an individual item from the cart.

Click Remove All to remove all items from your cart.



Payment Method

Please select the Payment Method below. Your information is secure and is not kept by the City after payment has been authorized. For additional details on security, see the City's Privacy Policy.

-- PLEASE READ CAREFULLY --

I hereby authorize the City of Chicago to charge the amount specified to the designated credit card or account. I understand and agree to pay the card issuer/issuing institution per the terms and conditions established for the card or account specified by the issuing institution. I understand and agree that if an amount is uncollectible as a result of the indicated account being closed or cancelled, the charge will be placed in dispute, or otherwise, then any payments applied by the City of Chicago will be reversed and the debt will remain outstanding. I understand that a late payment fee of \$34. By clicking "Next" I am acknowledging that I have read and understand the terms and conditions.

Accepted Payment Methods

- ☒ Credit Card
☐ Check

Cancel

Next

Select payment
method and click
next



Credit Card Information

Please enter your credit card information below. Your payment information is secure and is not saved or stored after the payment amount has been authorized. You have 15 minutes to complete the checkout process. After **15 minutes** your session will be automatically cancelled. Required fields are indicated by *.

Credit Card Type*

- ☐ Visa
☐ MasterCard
☐ American Express
☐ Discover

Credit Card Number *

Please enter the credit card number, without any spaces or hyphens between the numbers

Expiration Date *

CVV/Verification # *

Visa, Mastercard and Discover: Turn the card over. Enter the last three digits printed at the far right side of the signature box. American Express: Look for the 4-digit code printed on the front of your card, just above and to the right of the card number

Name on Card *

Please enter the cardholder name as it appears on the credit card

Billing Address *

Please enter the credit card billing address

City *

State *

Zip/Postal Code *

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eCheckout

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Fill out all of the required fields, and click next to review the transaction.

Order Verification

Your order is now ready for processing; please review it carefully. If you would like to change the payment information, click the **'Edit Payment Information'** button. Please do not use the back button of your browser since data on the previous page has expired.

Please be advised that, after submitting your payment, it may take up to **30 minutes** to update the status of your account(s), permit(s), or ticket(s). Please wait before attempting to pay again.

Order Information

Item	Description	Quantity	Amount
BBRI203694 N/A	Exam Fee	1	\$70.00
Total Payment Amount:			\$70.00

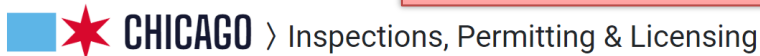
Payment Information

Name: **test test**
 Address: **test, chicago, IL 70328**
 Card #: **5444xxxx2205**
 Exp Date: **06/29**

To submit this order, please click the "Submit Payment" button only once.

[Edit Payment Information](#)
[Submit Payment](#)

Confirm your payment information, and click Submit Payment to complete your transaction.



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Cart (0)

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Payment Confirmation

Click on the Home link to navigate back to your dashboard.

✓ Thank you for your payment. It may take a few minutes for the item(s) in your cart to reflect payment. Click any of the item in the list below to view the status of the item, or click the Home link above to return to your dashboard.

	Status	Description	Location	Fee Description	Amount
BBRI203694	Inactive	Stationary Engineer License	N/A	Exam Fee	\$70.00

Transaction Date: 2/2/2024 11:50:00 AM
 Transaction Number: 349601
 Transaction Amount: \$70.00

Click on the Application Number to view the application details.

Please retain a copy of this page as your receipt.

Once your payment is processed successfully, a confirmation email will be sent to you from info@cityofchicago.org