

City of Chicago

Paying Fees

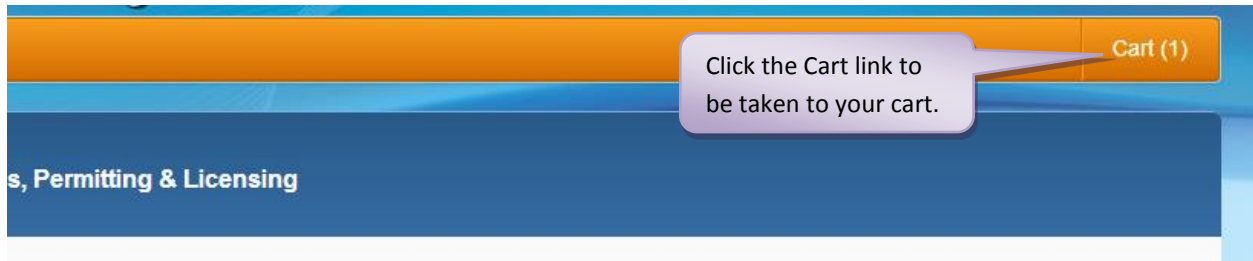
User Guide [Ver. 1.0]

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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.



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

A screenshot of the "My Cart" page. The page has a blue header with "Home" and "Inspections, Permitting & Licensing". Below the header, the title "My Cart" is displayed. A table lists the items in the cart:

Application Number	Description	Address	Fee Description	Amount	
ENVGEN139745	DOE General Flow	211 W WACKER DR	ENV_GENRL	\$300	<input type="button" value="Remove"/>
Total				\$300	<input type="button" value="Remove All"/>

Below the table is a blue "Begin Checkout" button. A red callout box points to this button with the text: "Click Begin Checkout to start the payment process." Two purple callout boxes provide further instructions: one points to the "Remove" button with the text: "Click Remove to remove an individual item from the cart." and another points to the "Remove All" button with the text: "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, and I will pay the City of Chicago a nonpayment fee of \$34. By clicking "**Next**" I am acknowledging that I have read and understand the terms and conditions of payment.

> Payment Method

Credit Card

Check

Select payment method and click next

[Cancel](#) [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.

Required fields are indicated by *

> Pay by Credit Card		
Credit Card Type *	<input type="text" value="Visa"/>	Select the type of credit card
Credit Card Number *	<input type="text"/> Ex. 1111222233334444	Please enter the credit card number, without any spaces or hyphens between the numbers
Expiration Date *	<input type="text" value="MM"/> / <input type="text" value="YYYY"/>	Enter the credit card expiration date
CVV/Verification # *	<input type="text"/>	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 *	<input type="text"/>	Please enter the cardholder name as it appears on the credit card
Street Address *	<input type="text"/>	Please enter the credit card billing address
City *	<input type="text"/>	
State *	<input type="text" value="Illinois"/>	
Zip/Postal Code *	<input type="text"/>	

[Back](#) [Reset](#) [Next](#)

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.

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

Item	Description	Quantity	Amount
AQPCP	AQPCP	1	\$1.00
Payment Information			
Test Account			
Address: 50 W Washington St, Chicago, IL 60602			
Card #: xxxxxxxxxxxx1111			
Exp Date: 03/19			
Total Payment Amount:			\$1.00

[Edit Payment Information](#)

[Submit Payment](#)

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

[Home](#) [Inspections, Permitting & Licensing](#)

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

Payment Confirmation

Thank you for your payment. Click any of the application numbers in the list below to view the status of the application, or click the Home link above to return to your application list.

Complete message list (for dev/test purposes only):

- Success: Thank you for your payment. Click any of the application numbers in the list below to view the status of the application, or click the Home link above to return to your application list.

Transaction Date: 4/15/2014 1:34:49 PM

Transaction Number: 38206

Transaction Amount: \$150

Application Number	Status	Description	Address	Fee Description	Amount
ENVAIR139751	Fees	DOE Air Quality			

Please retain a copy of this page as your receipt.

Click on the Application Number to view the application details.

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