How to Pay for Fees Online in Accela Citizen Access

IMPORTANT NOTE: If you have an ACH BLOCK with your financial institution you need to provide this number 9044048155 to your financial institution so that your ACH/Check transaction can be processed.

Step 1: search the permit number in the search box

Step 2: create your application or search for the existing application that fees need to be paid on

Step 3: from record details, choose payments, in the drop down, choose fees

The fees will be displayed.
Step 4: Choose pay fees

![Pay Fees](image)

Step 5: Choose Check Out

![Check Out](image)
Step 6: confirm by choosing Checkout, Edit Cart or Continue Shopping if you have other permits to add to your cart. For this tutorial we are going to Checkout.

From here you will now see two payment options.

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Please make sure when you enter your driver license information that you have the two digit state included in the number. Example is shown below:
Paying Fees Online with Accela Citizen Access
Standard Operation Procedure for Citizen

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Pay with Check: you will then enter your checking information and authorize the payment.

Pay with Credit Card: you would enter credit card information here and then authorize the payment.

NOTE: The credit card maximum limit is $25,000.
Once you authorize your payment, you will then proceed to checkout.
Step 7: You will receive a copy of your receipt for payments processed by choosing Print/View Receipt.