## Making a Payment in the SmartGov Portal

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making a Payment in the SmartGov Portal</td>
<td>1</td>
</tr>
<tr>
<td>From the Pay Online Section</td>
<td>1</td>
</tr>
<tr>
<td>From the Application</td>
<td>3</td>
</tr>
<tr>
<td>Viewing your Payment History</td>
<td>4</td>
</tr>
</tbody>
</table>
From the Pay Online Section

- Log-in to your account at ( 
- Click the Go button on the Applications section from the home page.

- Click the Pay online button
- The Pay Online section will show the total amount due for all of your applications requiring fees.

- Click the Pay button on the Pay Online section.
- A list of your applications requiring fees will be shown on this page. Click the Add button to add one or more application fees to the Cart. *Note: You will see a summary of all fees in your cart on the right side of the page.

- Once you have added the application fees you would like to pay for to the Cart, click the Proceed to Checkout button.

- Review your invoice and any terms and conditions, if provided.
  o If you need to make edits to the invoice, click the Edit Invoice link.

- When you are ready to make a payment, click the Proceed to Payment button.
You will be redirected to a third-party vendor to complete your payment. *Note: Please follow all instructions provided by the third-party vendor to submit your payment. This may include clicking a "Finish" or "Complete" button depending on the third-party vendor. If you have questions about the payment process, please contact the jurisdiction.

Once you finish making your payment, you will be redirected back to the Citizen Portal and see confirmation details for the transaction.
From the Application

- Click the **Go** button on the Applications section.

- Click **View** on the My Applications section.

- There are two ways to make a payment:
  - Click the **Pay Online** button in the details box at the top of the permit.
  - Or click the **Pay Online** button in the Fees section of the permit.

- A list of your applications requiring fees will be shown on this page. Click the **Add** button to add one or more application fees to the Cart. *Note: You will see a summary of all fees in your cart on the right side of the page.*

- Once you have added the application fees you would like to pay for to the Cart, click the **Proceed to Checkout** button.

- Review your invoice and the terms and conditions, if provided.
  - If you need to make edits to the invoice, click the **Edit Invoice** link.

- When you are ready to make a payment, click the **Proceed to Payment** button.

- You will be redirected to a third-party vendor to complete your payment. *Note: Please follow all instructions provided by the third-party vendor to submit your payment. This may include clicking a "Finish" or "Complete" button depending on the third-party vendor. If you have questions about the payment process, please contact the jurisdiction.*

- Once you finish making your payment, you will be redirected back to the Citizen Portal and see confirmation details for the transaction.
Viewing your Payment History

- Click the Business or Full Name from the top right corner.
- Click **My Account**.
- Click the **Payment History** link.
- On this page, you will see all payments associated with your account. *Note: This page will show all payments made using the Citizen Portal as well as any payments made in the jurisdiction office.*
- Click the receipt number to view the receipt associated with that payment.