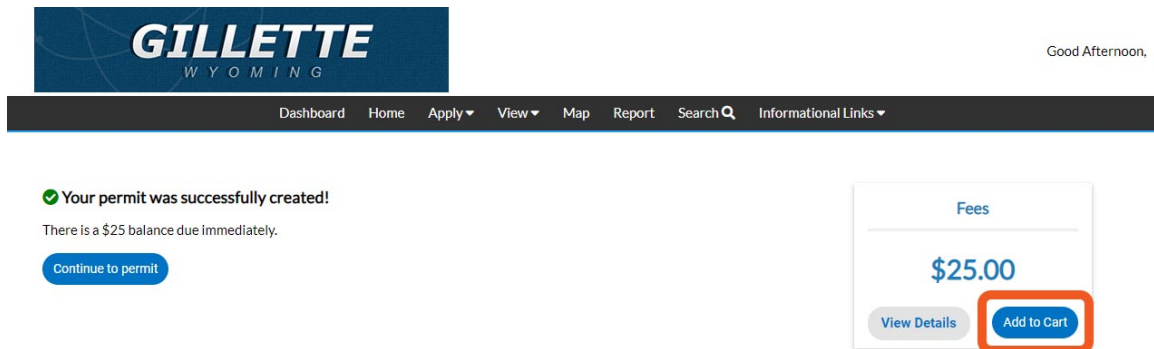


Payment of Fees

Paying fees online is another major function of CSS. This section covers viewing and paying invoiced fees.

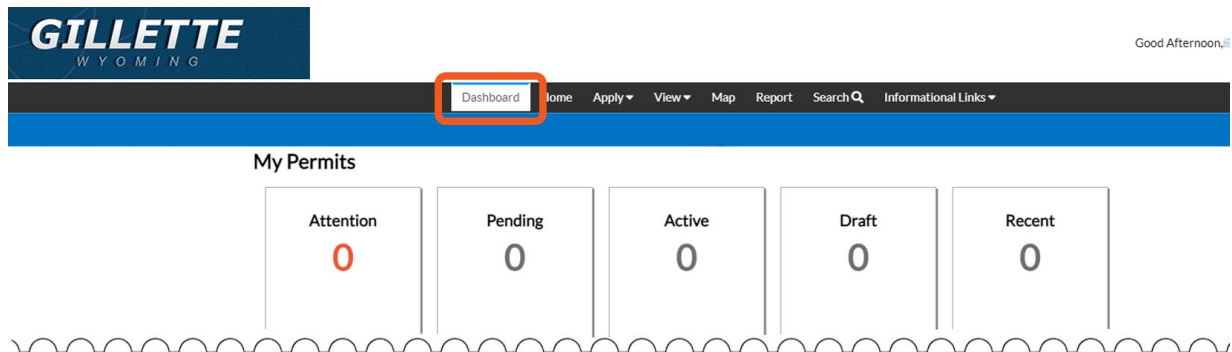
1. After successfully submitting a license request, you can proceed to add the license fee into your shopping cart.

After your permit has been issued, you can add the fee into your shopping cart. You should receive an email letting you know the permit has been issued or you can check under **My Permits** on the Dashboard.



If you have other charges you would like to pay at the same time, proceed from the dashboard to **My Invoices**

2. Click **Dashboard**.



3. Click **View My Invoices** at the bottom of the dashboard.

The dashboard features two main sections: 'My Inspections' and 'My Invoices'. The 'My Inspections' section is a table with three columns: 'Requested' (0), 'Scheduled' (0), and 'Closed' (0). Below it is a link 'View My Inspections'. The 'My Invoices' section is a table with three rows: 'Current' (1, \$25.00, Add To Cart), 'Past Due' (0, \$0.00), and 'Total' (1, \$25.00, Add To Cart). Below it is a link 'View My Invoices' which is highlighted with an orange box.

My Inspections		
Requested	Scheduled	Closed
0	0	0

[View My Inspections](#)

My Invoices		
Current	\$25.00	Add To Cart
Past Due	\$0.00	
Total	\$25.00	Add To Cart

[View My Invoices](#)

- On this screen, the user may check their unpaid fees.
Find the invoice corresponding to the fees you would like to pay, check the box next to the invoice to select it, then click **Add to Cart**.

Dashboard Home Apply My Work Today's Inspections Map Report Search Informational Links

My Work

MY INVOICES MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search...

Add To Cart Display Unpaid for All Invoices Export to Excel

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-0000010	\$25.00	10/14/2021	Due	ROW2021-0002	310 MILLER AVE Unit:AKA GILLETTE, WY
<input checked="" type="checkbox"/>	INV-0000011	\$25.00	10/14/2021	Due	ROW2021-0003	302 9TH ST GILLETTE, WY

- Click **Check Out** on the Shopping Cart page.

Dashboard Home Apply My Work Today's Inspections Map Report Search Informational Links

[Back](#)

Shopping Cart

Total \$25.00 **Check Out**

Invoice: INV-0000011 Description: ROW2021-0003
Due Date: 10/14/2021

Case Number	Project	Case Address	Amount Due
ROW2021-0003		302 9TH ST GILLETTE WY	\$25.00

\$25.00 **Remove**

[Top](#) | [Main Menu](#)

Total \$25.00 **Check Out**

6. Fill out all required information on the payment page and click **Pay Now**.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000011	ROW2021-0003	1	\$25.00	\$25.00
			Item Total:	\$25.00
			Order Total:	\$25.00

Payment Details

*all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Card Number

Expiration Date

CVV Code

[Pay Now - \\$25.00](#)

[Cancel](#)