

How to Make Payment on Applications in Basket n MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to make a payment on any permit application in basket.

Preparation

Before starting this procedure, you will need the following:

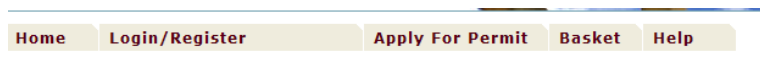
1. This feature requires you to have an active MyBuildingPermit.com account.
2. This feature requires you to have a previously created permit application in your basket requiring payment.

Instructions



1. Go to MyBuildingPermit.com website.

Click 'Apply for Permit'.



Permit Customer Login

You must be registered and login prior to using this web site:

Are you a licensed contractor? Yes No

Login Name:

Password:

or

Forgot Password / Login Name

2. Confirm if you're a licensed contractor by clicking the appropriate radio button next to it.

Enter your 'Login Name' and your 'Password'.

Click 'Login'.

Pre-Application:

Address Search

Permit Type

Work Type

Summary

Job Site Address Search

Search for and select where the work will be done:

Simple Search Advanced Search

* Jurisdiction to issue permit:

Start Search

3. Your login name should appear on one of the tabs if successfully logged in.

Click the 'Basket' tab.

Basket

Billing Address

Order Summary

Payment

Basket

Continue Shopping Check Out

				Order Details			
Remove	App Date	Jurisdiction	Permit	Description	Qty	Unit Price	Total Price
	8/19/2011	Bellevue	Mechanical	Boiler or Compressor 100,000 BTU or less - SF	1	37.00	37.00
				Exhaust Fan with duct - Laundry	1	21.00	21.00
				Mechanical Issuance Fee	1	5.00	5.00
Permit Total (rounded):							\$63.00
Remove	8/22/2011	Bellevue	Plumbing	test	1	501.00	501.00
Permit Total (rounded):							\$501.00

Continue Shopping **CheckOut**

4. Your basket will open containing the application requiring payment.

To proceed with payment, click 'Checkout'.

5.

Billing Address

Add a new address

Pick the Address	Edit	Remove	FirstName	LastName	Address No	Street Name	Suite	City	State	Postal Code	Country
<input checked="" type="radio"/>	Edit	Remove	Lorna	Derro	123	Bellevue Way		Bellevue	WA	98004	US

Previous **Next**

5. Confirm and select the Billing Address by clicking on the radio button next to it.

Click 'Next'.

Basket
Billing Address
Order Summary
Payment

Billing Address
First Name: Lorna Last Name: Derro
Address Number: 123
Street Name: Bellevue Way
Apartment or Suite Number:
City: Bellevue State or Province: WA
Zip or Postal Code: 98004

Bellevue -- Mechanical

Description	Qty	Unit Price	Total Price
Exhaust Fan with duct - Bath	1	21.00	21.00
Mechanical Issuance Fee	1	5.00	5.00
Mechanical Issuance Fee	1	5.00	5.00
Permit Total (rounded):			\$31.00
ORDER TOTAL:			\$31.00

Previous **Next**

6. The Order Summary window will open. Review the information on your permit application.

To proceed with the checkout, click 'Next'.

Basket
Billing Address
Order Summary
Payment

Credit Card Information
* Name on card:
* Card number:
* CSC: What is CSC?
* Type:
* Expiration month:
* Expiration year:

Click SUBMIT once to avoid multiple credit card charges.
It may take up to 30 seconds to complete the transaction.

Previous **Submit Payment**

7. The Credit Card Information window will open.

Enter your credit card information. Make sure to fill out all the required fields.

Click 'Submit Payment'.

MyBuildingPermit.com
a service of eCityGov.net

Log Off - Iornaderro Apply For Permit Basket Help My Account

Order Confirmation
ORDER CONFIRMATION

You have successfully completed your purchase. **Your order tracking number is 51380.** This number is different from your permit number and is used only for administrative and processing purposes. Your actual permit number will be issued electronically.

Your receipt will be sent via email within the next few minutes.

If this purchase includes an over-the-counter (OTC) permit, you should receive the permit via email within 3 hours.

If this purchase includes fees for a plan review application, your receipt will include the Permit Number, which will also appear in the list of "Applications in Plan Review" on your "Permit Dashboard".

If you do not receive either of these within 24 hours please e-mail egovsupport@ecitygov.net.

8. Your payment has been successfully submitted.

The 'Order Confirmation' message will appear. This confirmation contains a tracking number you can reference when making a follow-up or inquiry.

This message was sent with High importance.

From: Mybuildingpermit Sent: Thu 7/28/2011 3
To: Derro, Lorna
Cc: Mybuildingpermit; bellevepermits@hotmail.com
Subject: Confirmation Receipt - Order #9

Dear applicant,

We are writing to confirm receipt of your permit application.
MyBuildingPermit.com has charged your credit card for the permit application(s) obtained from each jurisdiction.
(You can now check the status of your permit and inspections by choosing the Permit Research tab from the Main Menu on MyBuildingPermit.com.)

This is your receipt.

Order tracking number: 9
(note: This is NOT your permit number. The permit number will be indicated on your e-Permit).
Order Date: 7/28/2011 2:44:13 PM
Total Order: \$336.00
Payment Method: Credit Card
Order Details:

Bellevue Electrical
Amount charged your credit card is: \$336

Permit Type	Product Description	Quantity	Line Total
Electrical	Panel	1	\$0.00
Electrical	Dishwasher - circuit	1	\$0.00
Electrical	Clothes Dryer - circuit	1	\$0.00
Electrical	Clothes Washer - circuit	1	\$0.00
Electrical	Air Conditioner - circuit	1	\$0.00
Electrical	Electrical Permit Fee	1	\$331.00

After successfully making the payment, a confirmation receipt will be sent to your email on file.