## Make sure you have a registered account in the Citizen Self Service Portal (CSS)

- 1. If you are not registered, please refer to the tutorial document or video for "How to Register in CSS"
- 2. If registered, login to your account

3. You will arrive at your home page (referred to as your "Dashboard")

Permits				
Attention 3	Pending 2	Active 16	Draft O	Recent 5
Water Heater 1	Rental Housing Per 1	Addition & Alterat 3		Addition & Alteration
Multi-Family 5 or M 1	Rental Housing Per 1	New Commercial 2		New Residential Plu
Rental Housing Per 1		Other 11		Other
View Full List				
lans				

- 4. Click "View" from the top menu selection
- 5. Click on "My Invoices"

	Dashboard	Permit Applications -	App View	Мар	Report	Fee Estimator	Search <b>Q</b>	Calendar 🧿
MY INVOICES 5		PERMITS 1y Permits	PLANS > My Plans			<ul> <li>My Exist</li> <li>My Exist</li> <li>Request</li> <li>Today's I</li> </ul>	CTIONS ing Inspections Inspections nspections	

6. The invoices screen will open. This screen shows all invoices that are available to be paid.

	Export		Sort	ice Number 🗸
Amount Due	Status	Case Number	Address	Select /
\$115.92	Due	RESBLDG-000498-2018	515 CLARK AVE Ames, IA 50010	7
\$56.25	Due	PLMB-000499-2018	3008 EISENHOWER CIR Ames, IA 50010	
\$93.35	Due	PLMB-000518-2018	515 CLARK AVE Ames, IA 50010	
	Amount Due \$115.92 \$56.25 \$93.35	Amount Due Status \$115.92 Due \$86.25 Due \$3.35 Due	Amount Due         Case Number           \$115.92         Due         RESBLDG-000498-2018           \$56.25         Due         PLMB-000499-2018           \$93.35         Due         PLMB-000518-2018	Amount Due         Status         Case Number         Address           \$115.92         Due         RESBLDG-000498-2018         515 CLARK AVE Ames, IA 50010           \$56.25         Due         PLM8-000499-2018         3008 EISENHOWER CIR Ames, IA 50010           \$93.35         Due         PLM8-000518-2018         515 CLARK AVE Ames, IA 50010

- 7. Click the box next to the invoice you want to pay. If you want to pay all, click "Select All".
- 8. Click "Add to Cart".
- The shopping cart screen will appear. From here you can remove any invoice that you do not want to pay by clicking the "Remove" button. When ready to proceed, click "Check Out". Shopping Cart

				Total \$20
				Check C
Invoice: INV-0	0000277	Description: NONE		
Due Date: 05/23	/18	Billing Van Meetere Contact:	n, Sara	\$93.35
Case Number	Project	Case Address	Amount Due	Remove
PLMB-000518-2018	i.	515 CLARK AVE Ames IA 50010	\$93.35	Top   Main Menu
Invoice: INV-0	0000272	Description: NONE		
Due Date: 02/05	/18	Billing Van Meetere Contact:	n, Sara	\$115.92
Case Number	Project	Case Address	Amount Due	Remove
RESBLDG- 000498-2018		515 CLARK AVE Ames IA 50010	\$115.92	Top   Main Menu
				Total \$20
			9	Check

10. You will be directed to MyGovPay to enter your credit card information and submit payment.

		THIS SITE IS CURRENTLY IN <b>DEMO MODE</b> .		
ity of Ames, IA rder Number: 9 onday, July 2, 2018				
nvoice#	Item Description	Quantity	Unit Price	Total Pri
NV-00000277	NONE	1	\$93.35	\$93.3
NV-00000272	NONE	1	\$115.92	\$115.9
			Item Total:	\$209.2
			Order Total:	\$209.2
ayment Details			Order Total:	\$209.2 "all fields are requi
ayment Details Cardholder Name	Billing	Street	Order Total:	\$209.2 "all fields are requi
ayment Details Cardholder Name Card Type	Billing	Street	Order Total: Bi Expiration Date	\$209.2 *all fields are requi
Cardholder Name Card Type Select one	Billing Card N	Street	Order Total:	\$209.2 *all fields are requi lling Zip Code Year v
ayment Details Cardholder Name Card Type Select one CVV Code	Billing Card N	Street umber	Order Total:	\$209.1 *all fields are requi

11. The Invoices section at the bottom of your dashboard will be updated to show any remaining invoices. You can make payments from the dashboard (instead of going into "My Invoices") by clicking the blue "Add to Cart" button.



• View Full List