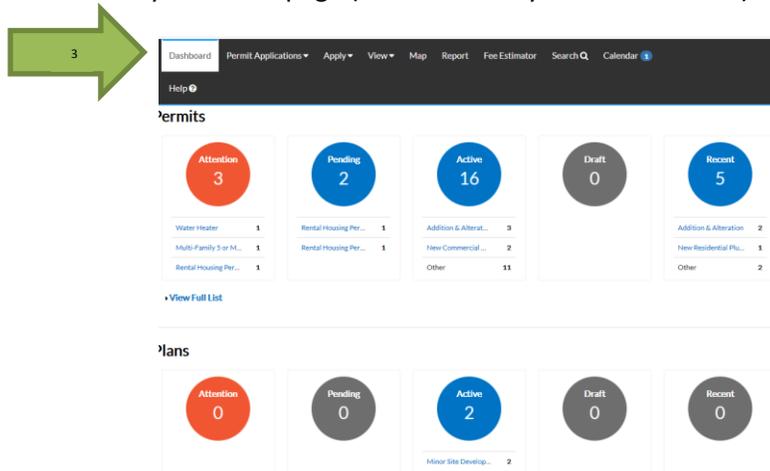


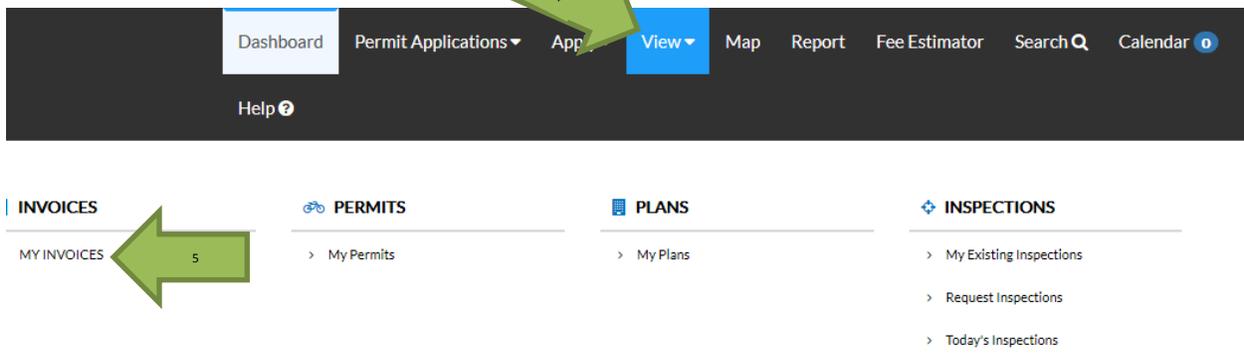
# Paying an Invoice in CSS

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

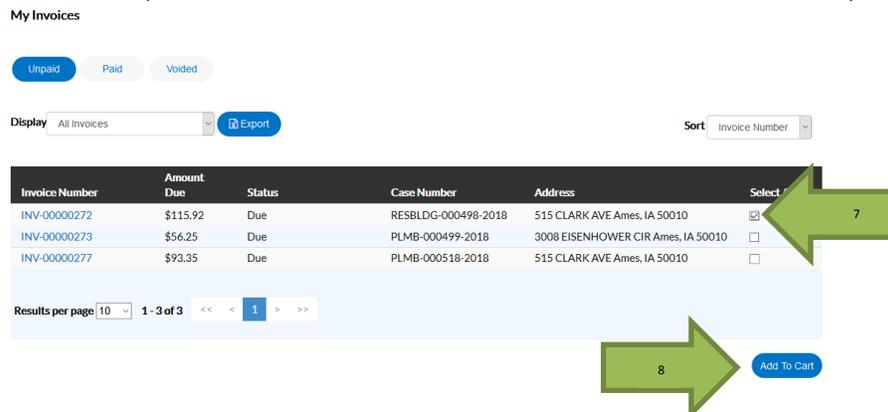
1. If you are not registered, please refer to the tutorial document or video for “How to Register in CSS”
2. If registered, login to your account
3. You will arrive at your home page (referred to as your “Dashboard”)



4. Click “View” from the top menu selection
5. Click on “My Invoices”



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



# Paying an Invoice in CSS

- Click the box next to the invoice you want to pay. If you want to pay all, click "Select All".
- 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 \$209.27**

**Invoice:** INV-00000277      **Description:** NONE  
**Due Date:** 05/23/18      **Billing Contact:** Van Meeteren, Sara

Case Number	Project	Case Address	Amount Due
PLMB-000518-2018		515 CLARK AVE Ames IA 50010	\$93.35

**\$93.35**

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**Invoice:** INV-00000272      **Description:** NONE  
**Due Date:** 02/05/18      **Billing Contact:** Van Meeteren, Sara

Case Number	Project	Case Address	Amount Due
RESBLDG-000498-2018		515 CLARK AVE Ames IA 50010	\$115.92

**\$115.92**

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**Total \$209.27**  
➔ **9**

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



THIS SITE IS CURRENTLY IN DEMO MODE

City of Ames, IA  
 Order Number: 9  
 Monday, July 2, 2018

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000277	NONE	1	\$93.35	\$93.35
INV-00000272	NONE	1	\$115.92	\$115.92
			Item Total:	\$209.27
			<b>Order Total:</b>	<b>\$209.27</b>

### Payment Details

\*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
<input type="text" value="Select one..."/>	<input type="text"/>	Month... <input type="text"/> Year... <input type="text"/>
CVV Code	<input type="text"/>	
<input type="button" value="Pay Now - \$209.27"/>		

[Cancel](#)

## Paying an Invoice in CSS

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.

### Invoices

Current 0	\$0.00	<a href="#">Add To Cart</a>
Past Due 3	\$265.52	<a href="#">Add To Cart</a>
<b>Total</b> 3	<b>\$265.52</b>	<a href="#">Add To Cart</a>

[View Full List](#)