

How to Pay for Contractor Licenses

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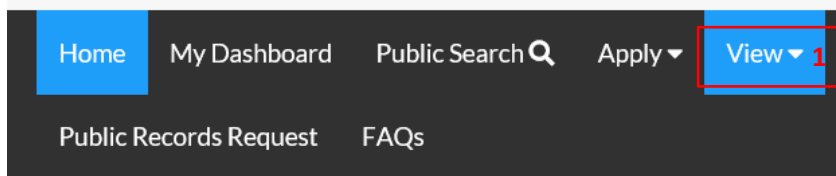
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Information to Know

1. You must have a login in order to pay your licensing fee.
2. The licensing fee for contractor licenses must be paid immediately after an application has been submitted in order for the Building Department to review the application.

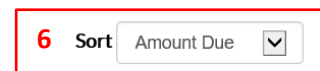
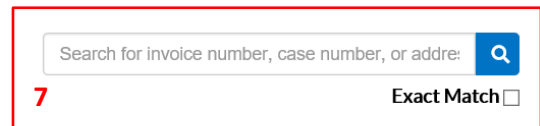
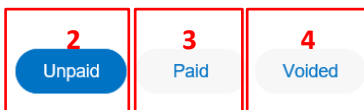
Ways to View Invoices

View – My Invoices/Payments



1. By clicking My Invoices/Payments, you will be taken to a screen that list all your invoices.

My Invoices



Invoice Number	Amount Due	Status	Case Number	Address	Select All
00013650 (9)	\$11.59	Due	MISC-2677-2018	749 MAIN ST Louisville, CO 80027	<input type="checkbox"/>

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>



2. Unpaid – Shows only unpaid invoices
3. Paid – Shows only paid invoices
4. Voided – Shows only voided invoices

5. Display – Further filters the list of invoices to only display the invoices of the type selected from the drop-down menu.
6. Sort – Sorts the list of invoices by the criteria selected from the drop-down menu.
7. Search – This box allows you to search for an invoice by either invoice number, case number, or address. The information does not necessarily need to be complete as the search will return partial matches. If the Exact Match box is checked, then the information does need to be exactly correct as it will only return results that exactly match the search criteria.
8. Add to Cart – This button will add the selected invoice(s) to the shopping cart screen where you may then pay the selected fee(s).
9. Select the invoice number you want to pay for.

Invoice Number: 00012090



Invoice Status: Due	Invoice Date: 06/13/2019
Invoice Due Date: 06/13/2019	
Invoice Total: \$50.00	Invoice Description: NONE

- Primary Fees
- Misc Fees
- Payments
- Attachments
- Contacts

Primary Fees

Sort

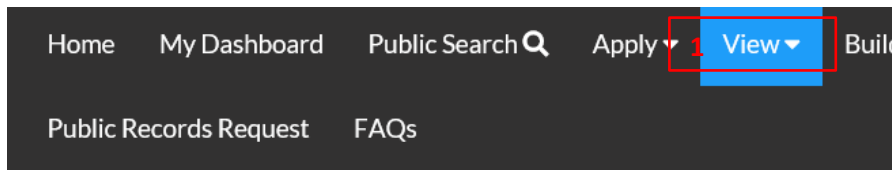
Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Lost Inspection/Permit Card Fee - Building	\$50.00	\$50.00	COM-0284-2019	Permit	\$50.00 fee for lost inspection/permit card

Results per page 1 - 1 of 1 << < 1 > >>



10. Click on Add to Cart

View – My Contractor Licenses



PERMITS

› My Permits

INSPECTIONS

› Request an Inspection

› Today's Inspections

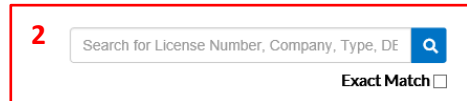
› My Inspection History

LICENSES

1 › My Contractor Licenses

1. By clicking My Contractor Licenses under View, you will be taken to a screen that lists all your licenses.

My Licenses



Export

Sort License Number

License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
3 LSVL-002339-2019		749 Main St Louisville, CO 80027	Renewal - Online	Electrical Contractor		08/13/2019	08/13/2019	08/13/2020	Renew
LSVL-002342-2019		749 MAIN ST LOUISVILLE, CO	Applied - Online	Electrical Contractor		04/02/2019			

2. In the search bar, enter your license number or license type
3. Click on the license number you want to view

License Number: LSVL-002345-2019

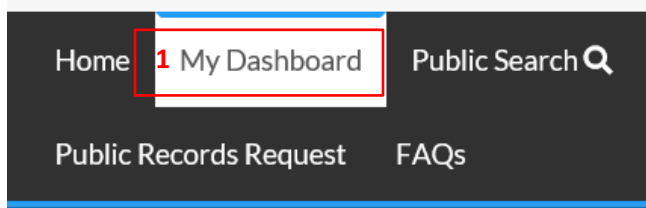


- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

4. Once you are viewing the license, click Add to Cart

My Dashboard – My Invoices**1 My Invoices**

Current 1	\$11.59	Add To Cart 2
Past Due 0	\$0.00	Add To Cart 3
Total 1	\$11.59	Add To Cart 4

5 [View My Invoices](#)

1. Click on My Dashboard and go to your My Invoices
2. Current – By clicking Add to Cart next to the displayed Current balance, you may access the Shopping Cart screen where all the current invoices are listed.
3. Past Due – By clicking Add to Cart next to the displayed Past Due balance, you may access the Shopping Cart screen where all the unpaid and past due invoices are listed.
4. Total – By clicking Add to Cart next to the displayed Total balance, you may access the Shopping Cart screen where all the invoices are listed.
5. View My Invoices – By clicking View My Invoices, you will be taken to a screen that lists all your invoices.

Paying Invoices

Shopping Cart

Total \$11.59

2 [Check Out](#)

Invoice: 00013650 **Description:** NONE
Due Date: 12/16/2019 **Billing Contact:** Liz Schettler (TEST) (Schettler, Liz)

\$11.59

Case Number	Project	Case Address	Amount Due	
MISC-2677-2018		749 MAIN ST Louisville CO 80027	\$11.59	1 Remove

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

Total \$11.59

[Check Out](#)

1. Remove – Clicking this button will remove that particular invoiced fee from the list and into your total cart.
2. Check Out – Takes the user to a payment screen to complete the payment of the invoiced fee(s) selected in the shopping cart.