

## How to View / Pay Invoices

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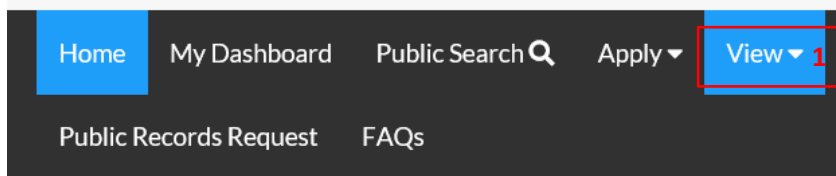
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### *Information to Know*

1. When the permit has been approved, the applicant will receive an email saying the invoice is available to be paid.

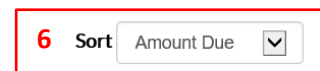
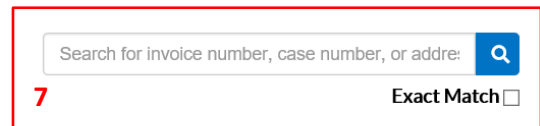
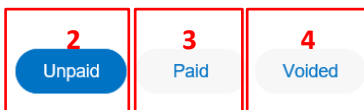
## Ways to View Invoices

### 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	\$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 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 10 1 - 1 of 1 << < 1 > >>



10. Click on Add to Cart

View – My Permits – Summary tab

1. By clicking Pay Now, you may access the Shopping Cart screen where the invoice is listed.

View – My Permits – Fees tab

Home My Dashboard Public Search Apply **1 View**

Public Records Request FAQs

**PERMITS** **INSPECTIONS** **LICENSES**

**1** > My Permits

> Request an Inspection

> Today's Inspections

> My Inspection History

> My Contractor Licenses

Permit Number: MISC-6042-2019 **1** Add to Cart

Permit Details | Tab Elements | Main Menu

Type: Re-Roof Status: Approved

Summary Locations **Fees** Reviews Inspections Attachments Contacts Sub-Records Holds Meetings More Info

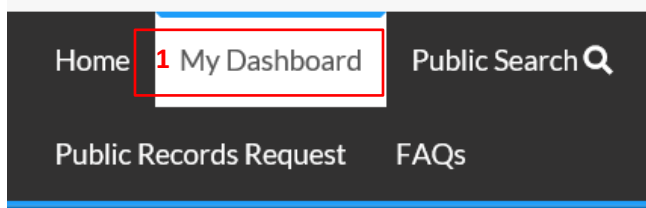
Remaining Fees | Paid Fees | Next Tab | Permit Details | Main Menu

Remaining Fees Sort Fee

Fee	Invoice	Computed	Amount Due
Boulder County Use Tax .985% - Materials	00011574	\$45.37	\$45.37
Building Permit Fee (Minor) 2,000.01 +	00011574	\$210.00	\$210.00
City Capital Improvement Use Tax 3.0% - Materials	00011574	\$138.17	\$138.17
City Historic Preservation Use Tax .125%-Materials	00011574	\$5.76	\$5.76
City Open Space/Parks Use Tax .375% - Materials	00011574	\$17.27	\$17.27
Rec Center Use Tax 0.15% - Materials	00011574	\$6.91	\$6.91

Results per page: 10 1 - 6 of 6 << < 1 > >>

1. Under the Fees tab, by clicking Add to Cart, you may access the Shopping Cart screen where the invoice is listed.

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

Current <b>1</b>	<b>\$11.59</b>	<a href="#">Add To Cart</a> <b>2</b>
Past Due <b>0</b>	<b>\$0.00</b>	<a href="#">Add To Cart</a> <b>3</b>
Total <b>1</b>	<b>\$11.59</b>	<a href="#">Add To Cart</a> <b>4</b>

**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](#)

<b>Invoice:</b> 00013650 <b>Due Date:</b> 12/16/2019	<b>Description:</b> NONE <b>Billing Contact:</b> Liz Schettler (TEST) (Schettler, Liz)	<b>\$11.59</b>
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Case Number	Project	Case Address	Amount Due	
MISC-2677-2018		749 MAIN ST Louisville CO 80027	\$11.59	<b>1</b> <a href="#">Remove</a>

**Total \$11.59**

[Check Out](#)

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

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.