

Accela Citizen Access – Paying Fees

There are two ways to pay fees in Accela Citizen Access.

1. As you create the permit during Step 5
2. When you are notified by staff that fees are ready to be paid.

NOTE: Planning does not pay fees when permit is created.

Step 5 – Pay Fees

1. Review the calculated fees. Click the **Check Out** button to make payment.

Home **Building** Planning

Search Applications Create an Application Request Inspection

Residential - Electrical

1 2 Contact 3 Information 4 Review 5 Pay Fees 6

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. This estimate is not a guarantee as fees are subject to change.

Please note these fees do not include the state surcharge.

Application Fees

Fees	Qty.	Amount
Electrical State Surcharge	85.5	\$10.26
Services or Feeders 200 Amps or Less	1	\$80.00
Branch Circuits w/Purchase of Service/Feeder Number of Circuits	1	\$5.50
Document Images per page	1	\$1.00

TOTAL FEES
Note: This does not include additional inspection fees which may be assessed later.

\$96.76

Check Out »

Accela Citizen Access – Paying Fees

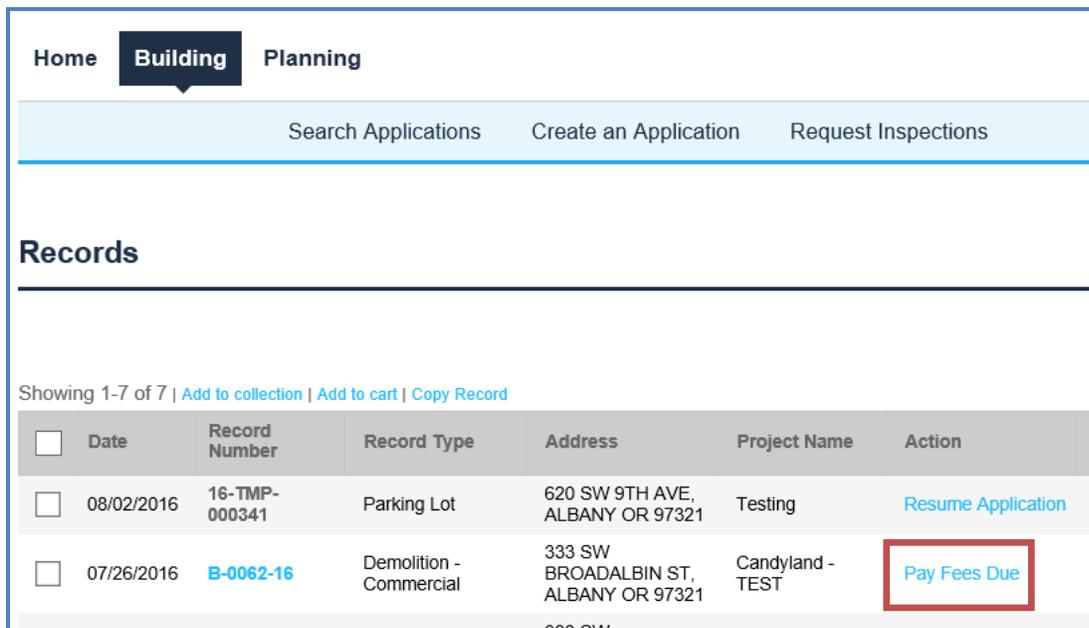
Paying Fees Due

Any permits that appear in the list with the **Pay Fees Due** action link can be sent to the shopping cart for payment.

Due to security reasons, we will no longer be accepting credit cards over the phone.

The **Pay Fees Due** link can be accessed in two areas.

1. In the Action column in your record list on the Building/Planning page tabs.



The screenshot shows the 'Building' tab selected in the navigation menu. Below the navigation are links for 'Search Applications', 'Create an Application', and 'Request Inspections'. The main content area is titled 'Records' and displays a table of records. The table has columns for Date, Record Number, Record Type, Address, Project Name, and Action. Two records are visible: one for a 'Parking Lot' and one for 'Demolition - Commercial'. The 'Pay Fees Due' link in the Action column of the second record is highlighted with a red box.

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Project Name	Action
<input type="checkbox"/>	08/02/2016	16-TMP-000341	Parking Lot	620 SW 9TH AVE, ALBANY OR 97321	Testing	Resume Application
<input type="checkbox"/>	07/26/2016	B-0062-16	Demolition - Commercial	333 SW BROADALBIN ST, ALBANY OR 97321	Candyland - TEST	Pay Fees Due

Accela Citizen Access – Paying Fees

- Through the record detail, in the **Outstanding** section of the Fees Section.

Record Details

▼ Fees

Fees may not apply to all permits.

Outstanding:

Date	Invoice Number	Amount	
08/02/2016	5270	\$14.00	Pay Fees

Total outstanding fees: \$14.00

Paid:

Date	Invoice Number	Amount	
07/26/2016	5259	\$1.00	View Details
07/26/2016	5259	\$350.00	View Details
07/26/2016	5259	\$18.24	View Details

- You will be sent to a review screen, review charges and click **Check Out** to be sent to the Shopping Cart.

Home **Building** Planning

Search Applications Create an Application Schedule an Inspection

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. This estimate is not a guarantee as fees are subject to change.

Please note these fees do not include the state surcharge.

Application Fees

Fees	Qty.	Amount
Residential Prescriptive Path Permit Fee	1	\$230.00
Structural State Surcharge	460	\$55.20
Residential Engineered Systems Plan Review	1	\$299.00

TOTAL FEES
Note: This does not include additional inspection fees which may be assessed later.

\$556.60

[Check Out »](#)

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The Shopping Cart

1. Two sections, **Pay Now/Pay Later**, move permits between the two by clicking on the **Save for Later** or **Pay Now** links next to the permit.
2. Items in your cart are sorted by address, notice below 333 SW Broadalbin has two permits, Ellsworth and Jefferson each have one.
3. Building/PW permits are in temporary status until they are paid (16-TMP-#####).
4. Once you cart is populated with the permits you want to pay click on **Check Out**.
5. You can also **Continue Shopping**.

[Home](#) [Building](#) [Planning](#)

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

333 SW BROADALBIN ST, ALBANY OR 97321			
2 Application(s) \$3,694.35			
▶ Commercial - Electrical BE-0014-16	\$848.35	Save for later	Remove
▶ Conditional Use Type III New Construction CU-0019-16	\$2,846.00	Save for later	Remove
<hr/>			
333 SW ELLSWORTH ST, ALBANY OR 97321			
1 Application(s) \$40.00			
▶ Sign 16-TMP-000240	\$40.00 Edit	Save for later	Remove
<hr/>			
Total amount to be paid: \$3,734.35			
Note: This does not include additional inspection fees which may be assessed later.			
Checkout »	Continue Shopping »		
333 SE JEFFERSON ST, ALBANY OR 97321			
1 Application(s) \$1,975.00			
▶ Conditional Use Type II New Construction CU-0018-16	\$1,975.00	Pay now	Remove

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- Checkout sends you to the Credit Card payment screen. Complete the required fields and click **Continue**.
- The Location/Site Address/Description information will be the only project information showing on your receipt. You permit number is not created until payment is approved.

Required fields are highlighted with an asterisk.

Please enter the following information about your payment:

Amount:* \$3,734.35 ?

Job Location/Site Address: Windy Pines, Lot 106 ?

Description: NSFR - Electrical panels ?

Please enter the following information about your payment method:

Cardholder's Name:* Jon Doe ?

Cards Accepted:  

Card Number:* 4111111111111111 ?

Signature Panel Code:* 123 ?

Expiration Date:* 01 ▼ 2020 ▼ ?

Billing information:

Address Line 1:* 333 Broadalbin St SW ?

Address Line 2: ?

Country:* United States ▼ ?

ZIP Code:* 97321 ?

City: ALBANY ?

State: Oregon ▼ ?

Receipt information:

Email Address: eplans@cityofalbany. x ?

Continue

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1. Review and verify the payment information. **Confirm** or **Modify** your payment to complete the payment.

Please verify the following information:

Amount: \$3,734.35
Job Location/Site Address: Windy Pines, Lot 106
Description: NSFR - Electrical panels

Card information:

Cardholder's Name: Jon Doe
Card Type: Visa
Card Number: *****1111
Signature Panel Code: ****
Expiration Date: 1/2020

Billing information:

Address Line 1: 333 Broadalbin St SW
Country: United States
City: ALBANY
State: Oregon
ZIP Code: 97321

Email Address: eplans@cityofalbany.net

Is this information correct?

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9. After the processing is complete, you will receive a **Record Number** also referred to as your Permit number.

Home Building Planning

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance
Thank you for using our online services.

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

333 SW BROADALBIN ST, ALBANY OR 97321

BE-0014-16	View Record	View Receipt	View Summary	Copy Record
CU-0019-16			View Summary	Copy Record

333 SW ELLSWORTH ST, ALBANY OR 97321

S-0008-16	View Record	View Receipt	View Summary	Copy Record
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10. From this page you can print or view the record details by clicking on the hyperlinks next to the record number.
11. If you need to apply for another permit, you can start the process over. If you want to create the exact same record type you can click on **Copy Record**.
12. If you included an email address a receipt will be emailed to you.
13. If you are finished, for security reasons, you should log out using the link at the top right of the page.