



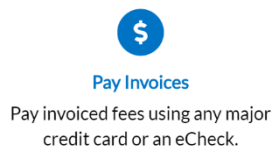
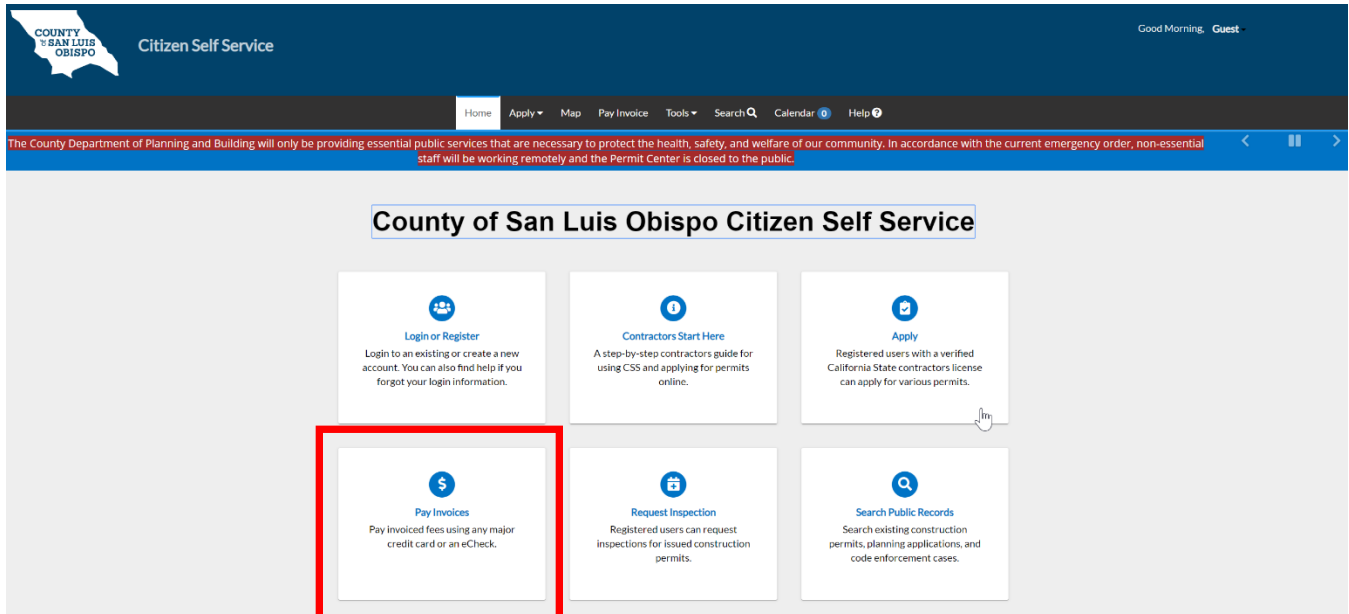
Citizen Self Service Portal (CSS) Permit Payment

The following is a detailed process on making a Permit payment through the Citizen Self Service Portal.

Citizen Self Service Portal link: <http://www.sloplanning.org/FeePayment>

When making a payment via CSS you will need to have the invoice number of the payment you are making.

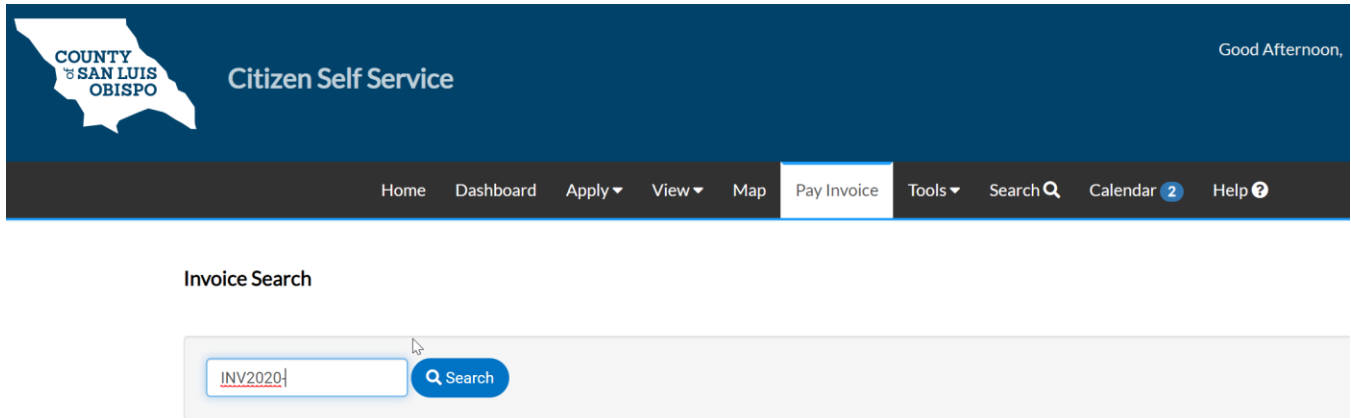
Step 1: Once you go into the CSS portal, there will be six squares available to choose from, please click on the square titled **Pay Invoices**:



CSS Permit Payment

Step 2: You will be directed to the following page where you will need to fill in the invoice number in the search window:

(The invoice number will start with an INV(year)-(number). Example INV2020-00000)



The screenshot shows the 'Citizen Self Service' web application interface. At the top left is the County of San Luis Obispo logo. The main navigation bar includes links for Home, Dashboard, Apply, View, Map, Pay Invoice (highlighted), Tools, Search, Calendar (with a notification badge), and Help. Below the navigation bar, the 'Invoice Search' section features a search input field containing the text 'INV2020' and a blue 'Search' button with a magnifying glass icon.

Step 3: The window for paying the invoice will look like the following, you can click on the bottom right corner of the invoice payment page to go ahead and make a payment.

CSS Permit Payment

COUNTY OF SAN LUIS OBISPO Citizen Self Service

Home Dashboard Apply View Map Pay Invoice Tools Search Calendar Help

Invoice Number: INV2020-

Invoice Status: Partial Payment Invoice Date: 04/03/2020 Invoice Due Date: 04/03/2020

Invoice Total: \$ Invoice Description: NONE

Primary Fees Misc Fees Payments Attachments Contacts

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Bldg Stds Admin Fund	\$5.00	\$5.00	PMT	Permit	
C50-Coastal Zone Minor-1	\$456.00	\$254.00	PMT	Permit	
CWMP-Const Waste Mgmt Plan	\$73.00	\$73.00	PMT	Permit	
Inspection Fee-2	\$1,861.00	\$1,861.00	PMT	Permit	
L06-Plot Plan ZC Add Struc-1	\$92.00	\$0.00	PMT	Permit	
Plan Check Fee-1	\$1,397.00	\$0.00	PMT	Permit	
PPI-Permit Intake Fee-1	\$220.00	\$0.00	PMT	Permit	
X74A-PW Bldg Permit Rev-1	\$61.00	\$61.00	PMT	Permit	
X74B-Acct Transfer Fee-1	\$3.00	\$3.00	PMT	Permit	
Z08A-CDF Plan Residential-1	\$543.00	\$0.00	PMT	Permit	

Results per page: 10 1 - 10 of 12

Pay Now

Step 4: You can verify the invoice number on the upper top left corner. Please fill out the form and make the payment so we can start reviewing your project. -

COUNTY OF SAN LUIS OBISPO Payment for Invoice(s)

Planning and Building Payments

Invoice Number: INV2020- Amount:

Your account will be charged for invoice(s) INV2020- when you click "Pay Now!" below. Please do not click your browser's "Back" button during this process!

Billing Address

Name:

Address:

City:

State:

Zip Code:

Email:

Phone Number:

Payment Amount:

VISA MasterCard American Express Discover ECHECK

Credit Debit E-Check

Card Type:

Card Number:

Card Expiration Month and Year:

Card Verification code:

Your account will be charged \$2275.75 for invoice(s) INV2020- when you click "Pay Now!" below. Click the "Pay Now!" button once only, and do not use the browser's back button during this process.

VISA MasterCard American Express Discover ECHECK

EV SSL Certificate