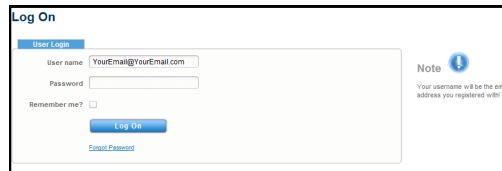


Paying for Invoices Online Through E-Track

Step 1: To log into your [E-Track Portal](#) account, click “**Log On**”, which is located in the right hand corner of the screen.

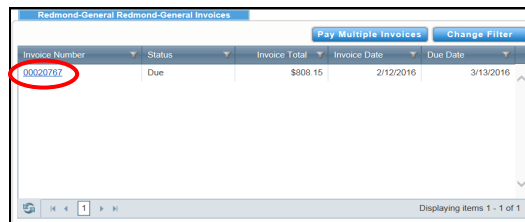
Step 2: Enter your email and password (setup when you created your account) and click “**Log On**”.



How to Locate Your Invoice

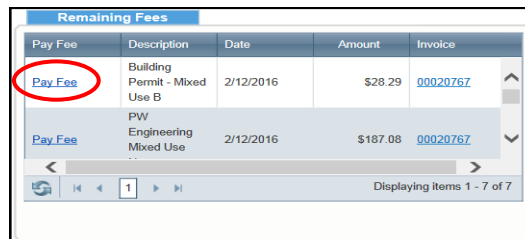
Step 3: Once you are notified of an invoice, you can locate your invoice two different ways:

1) The invoice is located at the bottom of your homepage. Click on the invoice number, once in the invoice screen click on “**Make a Payment.**”



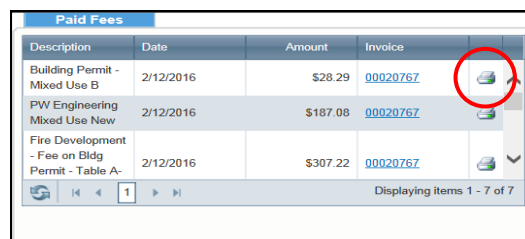
Invoice Number	Status	Invoice Total	Invoice Date	Due Date
00020767	Due	\$808.15	2/12/2016	3/13/2016



2) The invoice is also located in the permit/plan screen under “**Remaining Fees**” box. You can download a PDF of the invoice by clicking on the invoice number. Click the “**Pay Fee**” link to open the invoice for payment, once in the invoice screen click on “**Make a Payment.**”



Pay Fee	Description	Date	Amount	Invoice
Pay Fee	Building Permit - Mixed Use B	2/12/2016	\$28.29	00020767
Pay Fee	PW Engineering Mixed Use	2/12/2016	\$187.08	00020767

Step 4: In the MyGovPay screen, enter in your “**Payment Details**” then click “**Process Payment**”. You can print the next page for your records as a receipt, or you can download a PDF copy of the receipt from the permit screen under “**Paid Fees**” by clicking the printer icon. Once paid, you will receive a notification on how to download your approved plans, permit, or next steps.



Description	Date	Amount	Invoice	
Building Permit - Mixed Use B	2/12/2016	\$28.29	00020767	
PW Engineering Mixed Use New	2/12/2016	\$187.08	00020767	
Fire Development - Fee on Bldg Permit - Table A-	2/12/2016	\$307.22	00020767	