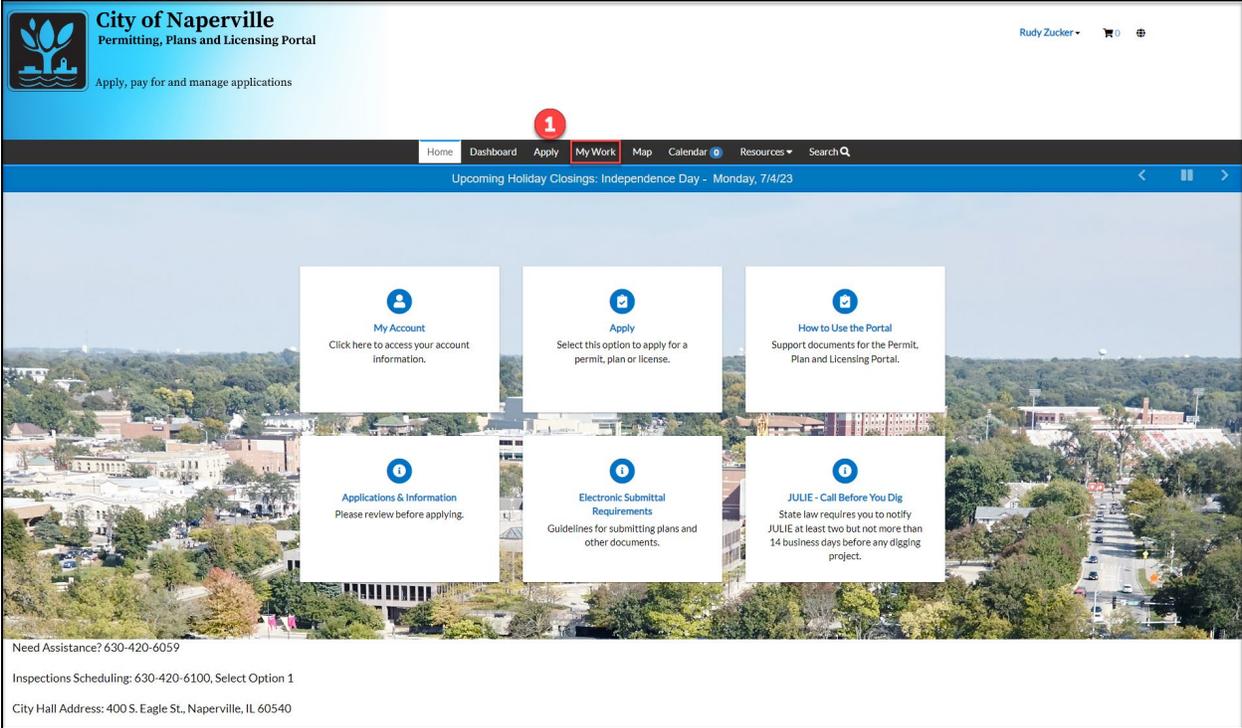


Paying an Invoice

This document will guide a user through the process of paying an EPL invoice via Permitting, Plans and Licensing portal. To pay an EPL invoice a user must be signed into their Permitting, Plans and Licensing portal account. There are two methods for paying an invoice: 1. User is the “Billing Contact” (generally the “Applicant” or 2. User is not the “Billing Contact” but is a “Contact” on the permit which generated the invoice.

Method 1: Logged in User is “Billing Contact” for the Permit.



1 Click the **My Work** on the top menu bar.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Home Dashboard Apply My Work Map Calendar Resources Search

MY INVOICES MY PERMITS

Search... Export to Excel

3 Add To Cart Display Unpaid for All Invoices

Invoice Number	Amount Due	Due	Status	Case Number	Address
2 INV-0001311	\$1.00	07/06/2023	Invoiced, Past Due	RMIS-1052-2023	1231 EDWARD RD NAPER...

Showing 1 records.

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

2 Select the invoices to pay from the **My Invoices** list by clicking the check box to the left of the hyperlinked invoice number.

3 Click **Add to Cart**.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Home Dashboard Apply My Work Map Calendar Resources Search

Back
Shopping Cart

Invoice: INV-0001311 Description: RMIS-1052-2023
Due Date: 07/06/2023

Case Number	Project	Case Address	Amount Due
RMIS-1052-2023		1231 EDWARD RD NAPERVILLE IL 60540	\$1.00

Total \$1.00
4 Check Out

\$1.00
Remove
Top | Main Menu

Total \$1.00
4 Check Out

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

4 Review your Shopping Cart and click **Check Out** to proceed to the payment portal.

MyGovPay
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Naperville, IL
Order Number: 2
Friday, June 2, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001276	RMIS-1052-2023	1	\$3.00	\$3.00
Item Total:				\$3.00
Order Total:				\$3.00

Payment Details *all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Card Number

Expiration Date

CVV Code

5

6

5 Enter the credit card information into the fields.

6 Click **Pay Now - \$XX.XX** to submit the payment.

MyGovPay
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TECH TECHNOLOGIES

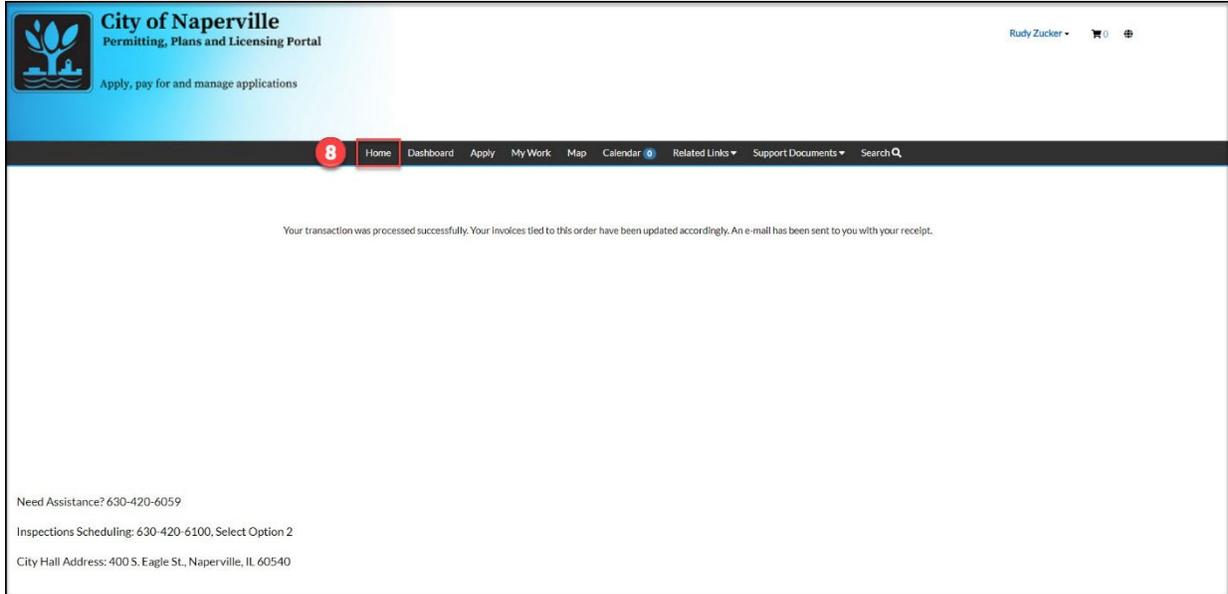
Naperville, IL
Order Number: 2
Friday, June 2, 2023

Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001276	RMIS-1052-2023	1	\$3.00	\$3.00
Item Total:				\$3.00
Order Total:				\$3.00

7

7 This screen displays a receipt of the transaction. Click **Continue to site** to display the confirmation screen.



8 A confirmation message indicates that the payment was successful. Click **Home** to return to the Home screen.

Method 2: User is not the “Billing Contact” on the Permit but is a “Contact.”

If the user is not flagged as the Billing Contact on a permit, but is listed as a contact, it is possible for the user to pay any invoice attached to the record. To do so you will need to navigate to the invoice via the permit.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Rudy Zucker

Home Dashboard **Apply** **My Work** Map Calendar Resources Search

Upcoming Holiday Closings: Independence Day - Monday, 7/4/23

- My Account**
Click here to access your account information.
- Apply**
Select this option to apply for a permit, plan or license.
- How to Use the Portal**
Support documents for the Permit, Plan and Licensing Portal.
- Applications & Information**
Please review before applying.
- Electronic Submittal Requirements**
Guidelines for submitting plans and other documents.
- JULIE - Call Before You Dig**
State law requires you to notify JULIE at least two but not more than 14 business days before any digging project.

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

1 Click the **My Work** on the top menu bar.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Rudy Zucker

Home Dashboard Apply **My Work** Map Calendar Resources Search

My Work

MY PERMITS

Search... Export to Excel

Display: All Records: Updated In: Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
RMIS-1052-2023		1231 EDWARD RD NAPER...	Fence	In Review	Attention, Recent. Pending (Unpaid Fees, Review Not Approved)

Showing 1 records.

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

2 Select the permit by clicking the hyperlinked permit number listed on the **My Permits** list.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Rudy Zucker

Home Dashboard Apply My Work Map Calendar Resources Search

Permit Number: RMIS-1052-2023 **3** [Add to Cart](#)

Permit Details | Tab Elements | Main Menu

Type:	Fence	Status:	In Review	Project Name:	
Applied Date:	06/02/2023	Issue Date:		Expire Date:	
District:	Naperville	Assigned To:		Finalized Date:	
Valuation:	\$3,300.00				
Description:	CIVIC ACCESS TEST PERMIT #1 - FENCE BUILDING PERMIT				

Summary Locations Fees Reviews Attachments Contacts Sub-Records More Info

Progress

29% Completed

- Completed
- In Progress
- Not Started

Workflow

- Confirm Application Complete - Passed: 06/02/2023
- Calculate and Invoice Fees - Passed: 06/02/2023
- Fence Plan Review - Not Passed: 06/06/2023
- Fence Plan Review
- Issue Permit
- Confirm Final Inspection Complete
- Issue Certificate of Completion

Available Actions

Unpaid Fees \$1.00 07-06-2023 [Pay Now](#)

Fees

\$1.00 [View Details](#)

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

3 On the permit summary screen click **Add to Cart**.

City of Naperville
Permitting, Plans and Licensing Portal
Apply, pay for and manage applications

Rudy Zucker

Home Dashboard Apply My Work Map Calendar Resources Search

[Back](#)

Shopping Cart

Invoice: INV-00001311	Description: RMIS-1052-2023	Total: \$1.00
Due Date: 07/06/2023		4 Check Out

Case Number	Project	Case Address	Amount Due
RMIS-1052-2023		1231 EDWARD RD NAPERVILLE IL 60540	\$1.00

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

Total: \$1.00 **4** [Check Out](#)

Need Assistance? 630-420-6059
Inspections Scheduling: 630-420-6100, Select Option 1
City Hall Address: 400 S. Eagle St., Naperville, IL 60540

4 Review your Shopping Cart and click **Check Out** to proceed to the payment portal.

MyGovPay
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Naperville, IL
Order Number: 2
Friday, June 2, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001276	RMIS-1052-2023	1	\$3.00	\$3.00
Item Total:				\$3.00
Order Total:				\$3.00

Payment Details *all fields are required

5

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Card Number

Expiration Date

CVV Code

6 [Pay Now - \\$3.00](#)

[Cancel](#)

- 5 Enter the credit card information into the fields.
- 6 Click **Pay Now - \$XX.XX** to submit the payment.

MyGovPay
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TRULIA TECHNOLOGIES

Naperville, IL
Order Number: 2
Friday, June 2, 2023

Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001276	RMIS-1052-2023	1	\$3.00	\$3.00
Item Total:				\$3.00
Order Total:				\$3.00

7 [Continue to site](#)

- 7 This screen displays a receipt of the transaction. Click **Continue to site** to display the confirmation screen.

The screenshot shows the City of Naperville Permitting, Plans and Licensing Portal. The header includes the city logo, name, and tagline "Apply, pay for and manage applications". A user profile for Rudy Zucker is visible in the top right. A navigation bar contains links for Home, Dashboard, Apply, My Work, Map, Calendar, Related Links, Support Documents, and a search function. The main content area displays a confirmation message: "Your transaction was processed successfully. Your Invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt." At the bottom, contact information is provided: "Need Assistance? 630-420-6059", "Inspections Scheduling: 630-420-6100, Select Option 2", and "City Hall Address: 400 S. Eagle St., Naperville, IL 60540".

8 A confirmation message indicates that the payment was successful. Click **Home** to return to the Home screen.