Paperless Permit

Instructions:

How to Make a Payment

Revised June 2023

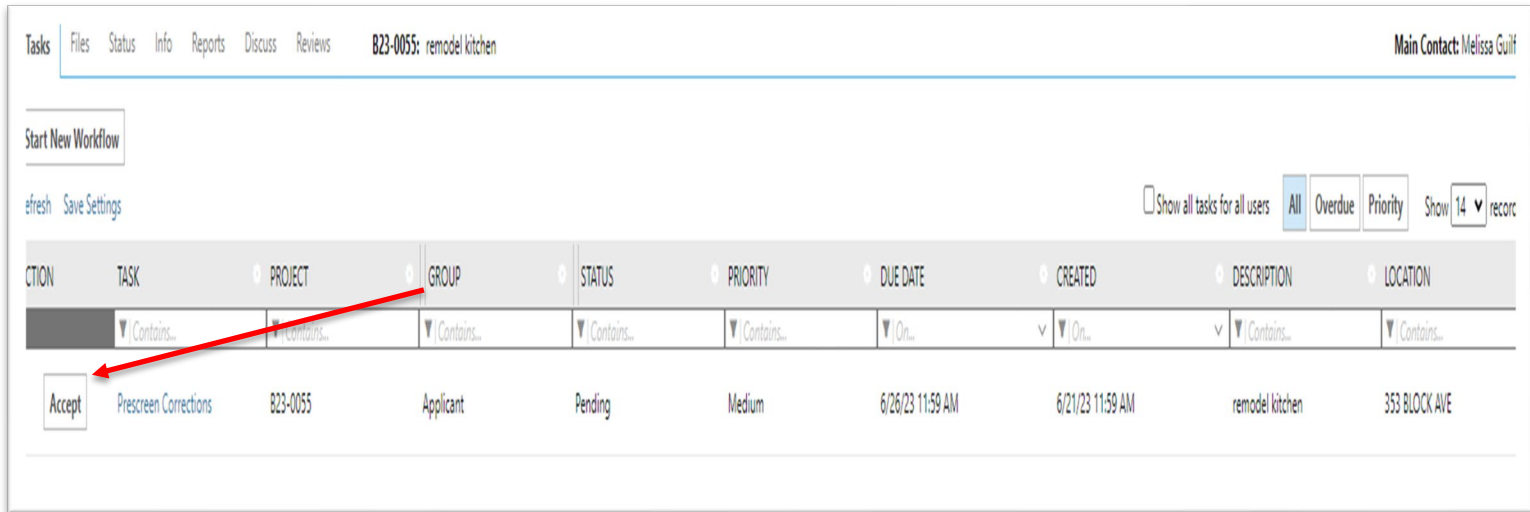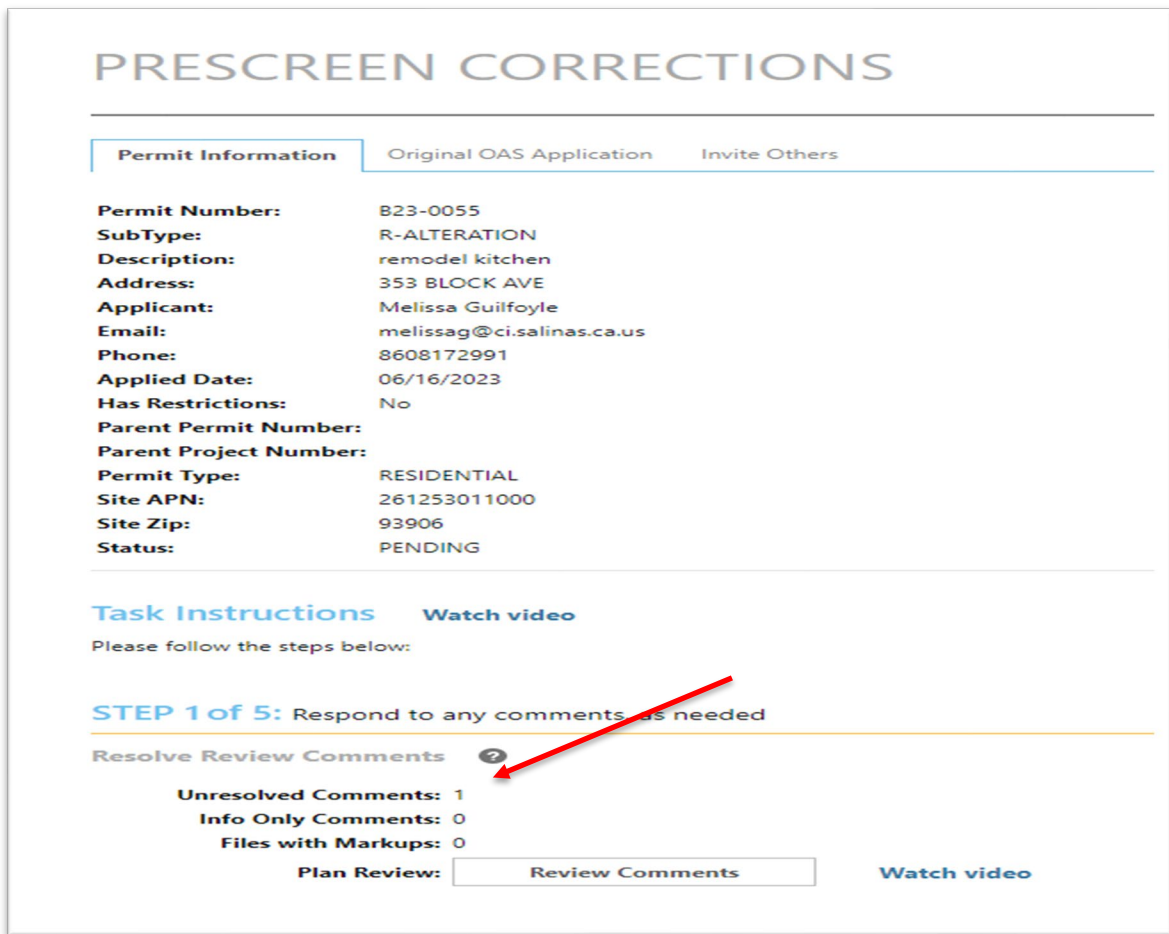# Prescreen Corrections Instructions

Click the "Accept" button.

- In the "Tasks" tabs you will see the Task "Prescreen Corrections".

A dialog window will appear with 5 steps.

- If you have any unresolved comments, please respond to the comments before proceeding.

Complete Step 2 by clicking the box labeled "Yes".

- If you are resubmitting drawings or documents, please make sure the names match exactly.

STEP 2 of 5: Upload any new or updated files into this project

Version Upload for: B23-0055   ❷

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

| **Versioned Files** | New Files |

Are your updated files named exactly
the **same*** as the prior versions?   Yes   No   **Watch video**

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

Select folder to open file list.

▸ 📁 Drawings (1 - 0 New)
📁 Documents
📁 Issuance
📁 Approved

To complete Step 3 select "Credit Card or eCheck" next to "Payment Method".

- Please select this option from the drop-down menu.

STEP 3 of 5: Identify if payment will be made in Check or Credit Card

Payment

Fee Amount: $1.50

Payment Method: Credit Card or eCheck Bank Account

To complete Step 4 check the two required boxes.

- If these boxes are not selected, you will not be able to advance to the payment screen.

STEP 3 of 5: Identify if payment will be made in Check or Credit Card

Payment

Fee Amount: $1.50

Payment Method: --Select--

STEP 4 of 5: Check all to confirm you have completed this task and are now ready to submit

Confirmation ❓

☐ *Response has been provided for all comments and files have been uploaded (if requested)   *Required

☐ *I acknowledge the plan review process will not proceed until payment has been made   *Required

STEP 5 of 5: Click the "Submit" button below to complete your task

Submit   Save for Later
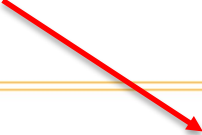
To complete Step 5 select the "Submit" button.

- If you are not able to pay immediately you may choose the "Save for Later" button.

Please fill out your billing information and press the "Submit" button.
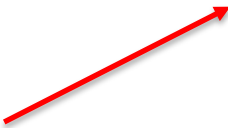
- A window will appear prompting you to fill out your billing information.

Please fill out your credit card information and press the "Pay" button.

- A window will appear prompting you to fill out your credit card information.

Order Summary

| PO Number | B23-0055 | Total | $ | 1.50 |

● Credit Card   ○ Bank Account   (USA Only)

| | Card Number ✱ | | Exp. Date ✱ | Card Code |

Billing Address

First Name
Jane

Last Name
Doe

Billing Country
USA ▼

Zip
93901

Street Address
65 West Alisal

City
Salinas

State
CA

Phone Number

[Pay]   [Cancel]