

Citizen Self Service (CSS) Make a Payment Purpose: To provide high level overview of how to make a payment in CSS

- 1. Go to **Citizen Self Service** Site
- 2. Register or Log In (See Citizen Self Service (CSS) Site Registration/Login guide):



Use one of the following options to **Register** or **Log In**:

Sign in	to community access services.
G	Sign in with Google
Ú	Sign in with Apple
	Sign in with Microsoft
G	Sign in with Facebook
Email add	ress
Password	
Remen	nber me
	Sign in
Forgot pass	sword? Unlock account? Help
Don't have	an account? <u>Sign up</u>

Note: To proceed with enrollment the user must click the link in the confirmation email which will be sent to the email the user provided at

3. **PAYING FEES -** For the citizen to view or pay fees, the fees must first be invoiced by staff in EnerGov after the application is submitted.



4. Navigate to the My Work Tab.

ST. LUCIE	SLC EnerGov - 🛛 🐂 0
Home Dashboard Apply Fee Estimator Create Reques	My Work telp Center & Links - Pay Invoices Today's Inspections Calendar 2 Map Search Q
My Work	

- 5. Click on **My Invoices** to pay an individual invoice or select multiple invoices.
 - a. The user can select a specific invoice for payment or **select multiple invoices for payment**.
 - b. To complete the user payment, simply click on the **Add Cart button.**

Home	Dashboard	Apply	Fee Estimator	Create Requ	iest <mark>M</mark>	y Work	Help Center & Links 🔻	Pay Invoices	Today's Inspectio	ns Calenda	r 2 Map	Search Q
My	Work											
N	Y INVOICES	MY PE	RMITS MY I	PLANS I	MY EXISTI	NG INSPE	CTIONS REQUEST I	NSPECTIONS	MY LICENSES	PROJEC	TS	_
Sea	arch										٩	
	d to Cart Displa	y Unpai	id v for All In	voices		•				X	Export to Excel	
	Invoice Number		Amount Due	T	Due	T	Status T	Case Number	T	Address	T	
	INV-00001009		\$75.00		03/25/2	022	Invoiced, Past Due					
	INV-00001011		\$250.00		03/25/2	022	Invoiced, Past Due					
	INV-00001014		\$75.00		03/25/2	022	Invoiced, Past Due					

6. When ready, click on the **Check Out** button to proceed.

Payments St. Lucie County					
	Review your cart items			Cart summary	
	\$	Permit: ELER-2203-000122 Invoice: INV- 00001009 View details Remo	'5.00 nove	Subtotal \$75.00 Additional fees may be applied at checkout Check out	-
				Find more items to pay	



- 7. This will take the user to our online payment portal where the user can **choose between paying by credit card or electronic check.**
 - Payments made by credit card will include a 3.95% service fee on transactions or a minimum fixed fee of \$2.50 per transaction, whichever amount is greater. (increase as of August 1st 2024)
 - Electronic Check payments have a \$1.50 Fee.

Payments St. Lucie County		
	Enter your payment information	Summary
	How are you going to pay?	Subtotal \$75.00
	○ 👥 Mastercard4444 🖍 :	method of payment
	C Enter new credit card	
	C Enter new eCheck	
	Where should we send your receipt?	
	Email for receipt* SIcenergov@gmail.com	
	You will not be charged until you review your payment on the next step	
	Back	

8. Once payment is successful, an electronic **receipt** will be displayed that the user can print.

	FOR ST LUCIE	00656-2022) COUNTY		
LLING CONTACT .C Testing 00 Virginia AVE rt Pierce, FL 34982 ayment Date: 03/17/2022	2		S C F	T. LUCIE OUNTY
Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
	Concurrency Review Fee - Major Site	Fee Payment	Cash	\$400.00
MNSP-2203-000030	contraction for the state of the			
MNSP-2203-000030	ERD Review	Fee Payment	Cash	\$100.00
MNSP-2203-000030	ERD Review Major Adjustment to Minor Site Plan	Fee Payment Fee Payment	Cash Cash	\$100.00 \$600.00
MNSP-2203-000030	ERD Review Major Adjustment to Minor Site Plan Utilities Fee	Fee Payment Fee Payment Fee Payment	Cash Cash Cash	\$100.00 \$600.00 \$50.00
MNSP-2203-000030 2300 Virginia Ave Fort P	ERD Review Major Adjustment to Minor Site Plan Utilities Fee Jerce, FL 34982	Fee Payment Fee Payment Fee Payment	Cash Cash Cash SUB TOTAL	\$100.00 \$600.00 \$50.00 \$1,150.00