



## 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.

 Sign in with Google

 Sign in with Apple

 Sign in with Microsoft

 Sign in with Facebook

OR

Email address

Password

Remember me

[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

**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.

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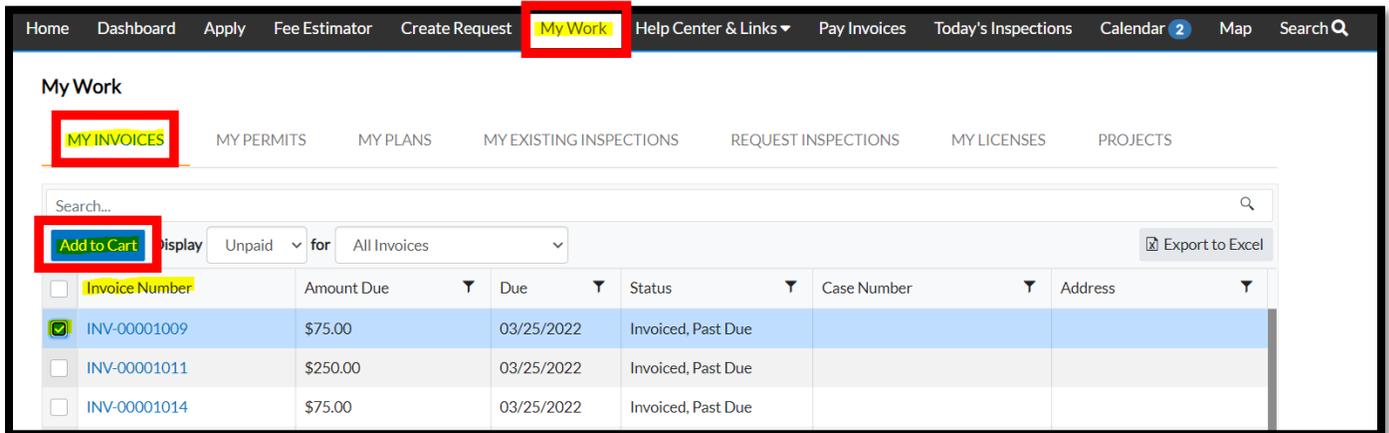
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- Navigate to the **My Work Tab**.

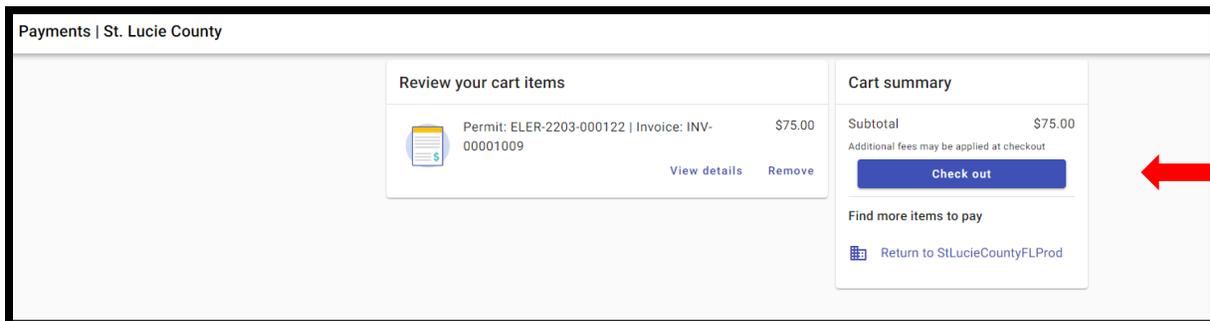


- Click on **My Invoices** to pay an individual invoice or select multiple invoices.

- The user can select a specific invoice for payment or **select multiple invoices for payment**.
- To complete the user payment, simply click on the **Add Cart button**.



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





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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 1<sup>st</sup> 2024)
  - **Electronic Check** payments have a **\$1.50 Fee.**

Payments | St. Lucie County

### Enter your payment information

How are you going to pay?

Mastercard ...4444

Enter new credit card

Enter new eCheck

Where should we send your receipt?

Email for receipt\*  
slcenergov@gmail.com

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

### Summary

Subtotal \$75.00

An additional fee may be charged based on your method of payment

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

**RECEIPT (REC-000656-2022)  
FOR ST LUCIE COUNTY**

**BILLING CONTACT**  
SLC Testing  
2300 Virginia AVE  
Fort Pierce, FL 34982

Payment Date: 03/17/2022

Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
MNSP-2203-000030	Concurrency Review Fee - Major Site	Fee Payment	Cash	\$400.00
	ERD Review	Fee Payment	Cash	\$100.00
	Major Adjustment to Minor Site Plan	Fee Payment	Cash	\$600.00
	Utilities Fee	Fee Payment	Cash	\$50.00
			<b>SUB TOTAL</b>	<b>\$1,150.00</b>
			<b>TOTAL</b>	<b>\$1,150.00</b>

2300 Virginia Ave Fort Pierce, FL 34982