



ACCESS On-Line Permit Portal

#8 - How Do I Pay My Permit Fees?

1. For the purposes of this tutorial, you will need to be a registered user to pay the fees for your permit or plan applications through the portal. Please refer to the “#2 - How To Create Your Account” document for instructions if you are not a registered user.
2. Log in to the portal. Please refer to the “#3 - How Do I Log In?” document for instructions if you need assistance with this step.
3. Once logged in, you will be taken immediately to the Home Screen. Click on the Dashboard tab. Here you will see information regarding your permits, plans, inspections and invoices. For the purposes of this tutorial, we will focus on invoices. Scroll to the “My Invoices” panel at the bottom of the page. Here you will see a general overview of the total amount of invoiced fees, both current and past due. To make a payment from this screen, click the “Add To Cart” button to the right of the appropriate fee total (Note: If using the “Add To Cart” button at this stage, please skip to Step 6). To view an itemized list of invoices, click the “View My Invoices” link at the bottom of the panel.

My Invoices

Current 1	\$234.60	Add To Cart
Past Due 0	\$0.00	Add To Cart
Total 1	\$234.60	Add To Cart

[View My Invoices](#)

4. Clicking “View My Invoices” will take you to a screen that displays all the various invoices in an itemized list by permit or plan. Be aware that while the invoice and case numbers are different, they are linked: the invoice is actually an attachment (report) associated with the main case number.

My Invoices

Unpaid Paid Voided

Search for invoice number, case number, or address

Exact Match

Display All Invoices

Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-00000089	\$234.60	Due	BLDC-000116-2019	23296 Courthouse Avenue Accomac, VA 23301	<input type="checkbox"/>

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From this screen, you may pick and choose which invoices to pay, or, after reviewing, you may opt to pay them all. In that case, tick the “Select All” box and then click the “Add To Cart” button (Note: If using the “Add To Cart” button at this stage, please skip to Step 6). To view an individual invoice ahead of payment, you may click the link for the appropriate item at the left hand side of the panel. For the purposes of this tutorial, please do so now.

- The next screen details all relevant information to an individual invoice, including an itemized list of fees in the lower half of the panel. Additional information, such as payments and contacts associated with the permit, may be accessed by clicking the buttons in the center portion of the panel. When you have finished reviewing this information, click the “Add To Cart” button at the bottom right hand corner of the panel.

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Invoice Number: INV-0000089 

Invoice Status: Due Invoice Date: 06/06/2019 Invoice Due Date: 07/06/2019

Invoice Total: \$234.60 Invoice Description: NONE

Primary Fees Misc Fees Payments Attachments Contacts

Primary Fees Sort Fee Name ▾

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Commercial New	\$230.00	\$230.00	BLDC-000116-2019	Permit	Commercial New - ACVA
State Code Surcharge	\$4.60	\$4.60	BLDC-000116-2019	Permit	State Code Surcharge - ACVA

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[Add To Cart](#)

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Shopping Cart

Total \$234.60

[Check Out](#)

Invoice: INV-0000089	Description: NONE	\$234.60 Remove
Due Date: 07/06/2019	Billing: Accomack County (County, Accomack)	
	Contact:	

Case Number	Project	Case Address	Amount Due
BLDC-000116-2019		23296 Courthouse Avenue Accomack VA 23301	\$234.60

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Total \$234.60

[Check Out](#)

6. On the next screen (the “shopping cart screen”), you will see all the information associated with the items placed in your shopping cart. Here, you may remove items from the cart if desired. Clicking the link to an individual case number will take you to an informational screen regarding that particular case (for more information, please refer to step 7 of the FAQ document entitled “#9 - How To Check The Status Of A Permit Or Plan”). To proceed to payment, click the “Check Out” button at the bottom right hand corner of the panel.

7. Clicking the “Check Out” button will take you to the MyGovPay™ payment site, a third-party secured site designed to process credit card transactions (note: there is an additional ~3% service fee for this application). Fill in the appropriate credit card information in the fields under the “Payment Details” section and then click the “Process Payment” button at the bottom of the panel.

The screenshot displays the MyGovPay payment interface. At the top left is the MyGovPay logo, and at the top right is a "Contact Us" link. Below the logo, the date "Friday, June 7, 2019" is shown. The main content area is titled "Order Summary" and contains the following information:

Agency Name: Accomack County Treasurer's Office
 Order Number: 1

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000089	NONE	1	\$234.60	\$234.60

Summary Totals:

- Item Total: \$234.60
- Service Fee: \$7.72
- Tax: \$0.00
- Order Total: \$242.32

Below the order summary is the "Payment Details" section, which includes the following fields:

- Cardholder Name: *
- Billing Street: *
- Billing Zipcode: *
- Card Type: *
- Card Number: *
- Expiration Date: *
- CVV Code:

At the bottom of the payment details section are two buttons: "Process Payment" and "Cancel".

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8. Alternatively, you may make a payment by check or cash at our office (Room 105, located at 23296 Courthouse Avenue in Accomac). Checks may also be mailed to our office at P.O. Box 93, Accomac, VA 23301. Make checks out to “Accomack County Treasurer”, and please make notation of the permit (or invoice) number associated with the payment.