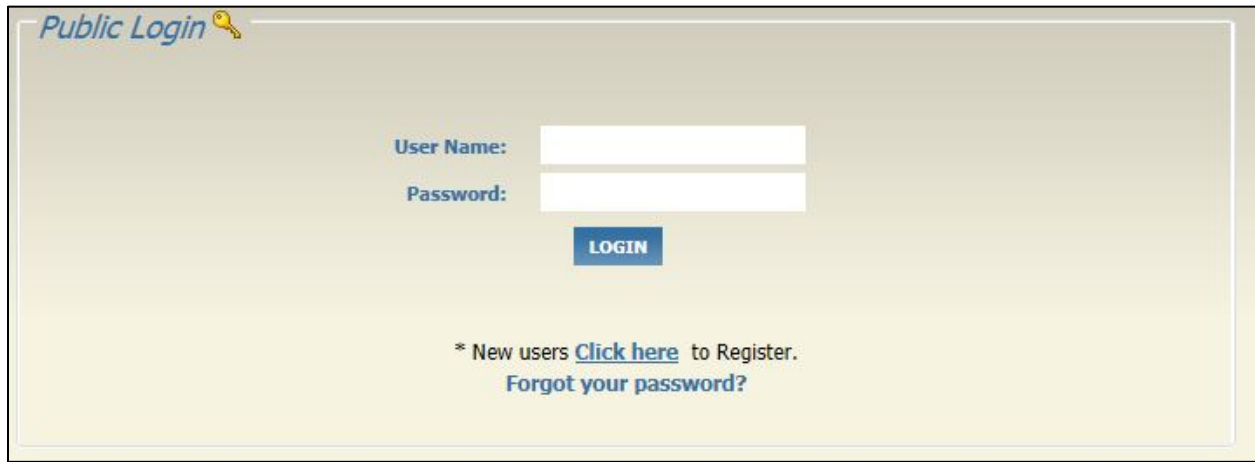


ONLINE PAYMENT INSTRUCTIONS

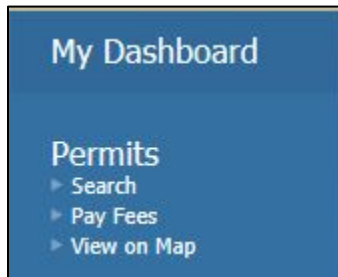
Go to the website: <https://permits.kcgov.us/Etrakit3/login.aspx?It=public&rd=~ShoppingCart.aspx>

Apple and Mac computers are not compatible with our software. Internet Explorer is the best web browser to use.

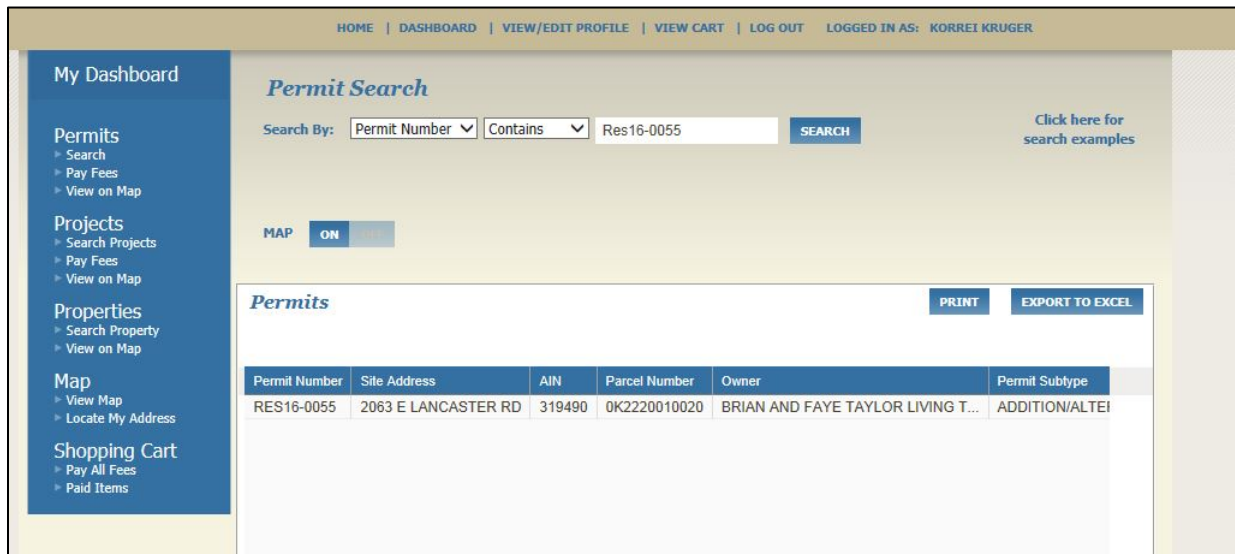


The image shows a 'Public Login' form with a yellow background. At the top left, it says 'Public Login' with a key icon. In the center, there are two white input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a blue 'LOGIN' button. At the bottom center, there is a note: '* New users [Click here](#) to Register. [Forgot your password?](#)'

1. First time users will need to create a User Name and Password.
2. Once you have created your login, you will need to locate the permit that you would like to pay for. Your permit number was provided to you in the subject line of the e-mail.
3. In the blue box on the left side of the screen under the heading "PERMITS", select "SEARCH".



4. The permit will appear on the screen, you must double click on the permit to open it.




The image shows a screenshot of the 'Permit Search' page. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: KORREI KRUGER. On the left is a blue sidebar with 'My Dashboard' and various menu items. The main content area is titled 'Permit Search' and contains a search form with 'Search By:' dropdowns for 'Permit Number' and 'Contains', and a text input field containing 'Res16-0055'. A 'SEARCH' button is to the right. Below the search form is a 'MAP' toggle set to 'ON'. Underneath is a table titled 'Permits' with columns: Permit Number, Site Address, AIN, Parcel Number, Owner, and Permit Subtype. A 'PRINT' button and an 'EXPORT TO EXCEL' button are to the right of the table. The table contains one row of data.

Permit Number	Site Address	AIN	Parcel Number	Owner	Permit Subtype
RES16-0055	2063 E LANCASTER RD	319490	0K2220010020	BRIAN AND FAYE TAYLOR LIVING T...	ADDITION/ALTEI

5. Find the fees tab.

Permit #RES16-0930

 [Add To Cart](#)

Info | **Fees \$682.54** | Inspections | Conditions | Reviews (5)

Description	Amount	Paid Date
PLANNING	\$35.00	\$35.00
FIRE DISTRICT INSPECTION FEE	\$47.00	\$47.00
RES/GAR/ADD PLAN REVIEW FEE	\$138.59	\$138.59
BUILDING PERMIT FEE	\$461.95	\$461.95

Total Fees: \$682.54 Balance Due: \$682.54 [Pay All Fees](#)

6. At the bottom of the Fees tab is where you will find the fees due. Select “Pay all fees”.
7. The Shopping Cart window will automatically open for you.
8. Check to be sure that the Permit number that you have selected is the correct permit. After your review select “Proceed to Checkout”.

Shopping Cart

	Item	Type	Site Address	Amount
<input checked="" type="checkbox"/>	PERMIT (RES16-0930)	RESIDENTIAL	13122 E WHITETAIL DR	\$682.54

Total: \$682.54

[REMOVE SELECTED ITEMS](#) [BACK TO DASHBOARD](#) [VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

9. The Checkout Summary screen will automatically open for you. This will allow you to see all the fees that have been applied to your permit and what they are for. Please select your payment type.

Checkout Summary
If everything looks correct, click proceed to pay. You will be redirected to our Web-payment portal.
Please do not close or refresh your browser during the payment process.

PERMIT	(RES16-0688)	1968 E DODD RD	
		MECHANICAL PERMIT	\$96.00
		PLAN REVIEW FEE BALANCE	\$65.08
		BUILDING PERMIT FEE	\$650.75
		PLANNING	\$35.00
		RES/GAR/ADD PARTIAL PLAN REVIEW FEE	\$130.15
		FIRE DISTRICT INSPECTION FEE	\$47.00
<hr/>			
			Total Fees: \$1,023.98
<input checked="" type="radio"/> Credit Card - 3%			
<input type="radio"/> Electronic Check - \$1.50			Access Idaho Fee: \$30.72
<input type="radio"/> eGov - Express Checkout for Repeat Customers Visit W3Schools			
<hr/>			
			Total: Total Due: \$1,054.70

[BACK TO SHOPPING CART](#) [PROCEED TO PAYMENT](#)

If you select "Credit Card", you can verify your electronic convenience fee here:

Credit Card - 3%

Electronic Check - \$1.50

eGov - Express Checkout for Repeat Customers Visit W3Schools

Total Fees: \$1,023.98

Access Idaho Fee: \$30.72

Total: **Total Due: \$1,054.70**

[BACK TO SHOPPING CART](#) [PROCEED TO PAYMENT](#)

If you select "Electronic Check", you can verify your electronic convenience fee here:

Credit Card - 3%

Electronic Check - \$1.50

eGov - Express Checkout for Repeat Customers Visit W3Schools

Total Fees: \$1,023.98

Access Idaho Fee: \$1.50

Total: **Total Due: \$1,025.48**

[BACK TO SHOPPING CART](#) [PROCEED TO PAYMENT](#)

10. "Proceed to Payment" when ready. Follow the additional prompts to place your payment information into the computer and select "Process Payment" at the end.
11. When the payment is completed, you **MUST** contact Community Development Staff to have your permit issued. Permits can be issued electronically as long as all the necessary items for issuance are complete.