## Paying an Invoice

This document will guide a user through the process of paying an EPL invoice via Permitting, Plans and Licensing portal. To pay an EPL invoice a user must be signed into their Permitting, Plans and Licensing portal account. There are two methods for paying an invoice: 1. User is the "Billing Contact" (generally the "Applicant" or 2. User is not the "Billing Contact" but is a "Contact" on the permit which generated the invoice.

## Method 1: Logged in User is "Billing Contact" for the Permit.



Click the My Work on the top menu bar.

City of Napervi Permitting, Plans and Lice	ille ensing Portal							Rudy Zucker - 🐂 0 🖶
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Need Assistance? 630-420-6059								
Inspections Scheduling: 630-420-6100, Select	t Option 1							
City Hall Address: 400 S. Eagle St., Naperville,	IL 60540							

2 Select the invoices to pay from the **My Invoices** list by clicking the check box to the left of the hyperlinked invoice number.



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Need Assistance? 630-420-6059							
Inspections Scheduling: 630-420-6100, Select	Option 1						
City Hall Address: 400 S. Eagle St., Naperville, I	L 60540						

Review your Shopping Cart and click Check Out to proceed to the payment portal.

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**7** This screen displays a receipt of the transaction. Click **Continue to site** to display the confirmation screen.

City of Naperville Permitting, Plans and Licensing Portal	Rudy Zucker -	₩0 Φ
Apply, pay for and manage applications		
B Home Dashboard Apply MyWork Map Calendar D Related Links * Support Documents * Search Q		
Your transaction was processed successfully. Your involces tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.		
Need Assistance? 630-420-6059		
Inspections Scheduling: 630-420-6100, Select Option 2		
City Hall Address: 400 S. Eagle St., Naperville, IL 60540		

**8** A confirmation message indicates that the payment was successful. Click **Home** to return to the Home screen.

## Method 2: User is not the "Billing Contact" on the Permit but is a "Contact."

If the user is not flagged as the Billing Contact on a permit, but is listed as a contact, it is possible for the user to pay any invoice attached to the record. To do so you will need to navigate to the invoice via the permit.



Click the My Work on the top menu bar.

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Need Assistance? 630-420-6059								
Inspections Scheduling: 630-420-6100, Select	Option 1							
City Hall Address: 400 S. Eagle St., Naperville, I	L 60540							

2 Select the permit by clicking the hyperlinked permit number listed on the **My Permits** list.



## On the permit summary screen click Add to Cart.

City of Napervi Permitting, Plans and Licer Apply, pay for and manage appl	lle Ising Portal lications					RudyZucker 🕶 🏋 i 🖶
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City Hall Address: 400 S. Eagle St., Naperville, II	L 60540					

Review your Shopping Cart and click Check Out to proceed to the payment portal.

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5 Enter the credit card information into the fields.

**6** Click **Pay Now - \$XX.XX** to submit the payment.

Naperville, IL Order Number: 2 Friday, June 2, 2023	3			
Your payment was successfully	processed.			
Invoice #	Item Description	Quantity	Unit Price	Total Price
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**7** This screen displays a receipt of the transaction. Click **Continue to site** to display the confirmation screen.

City of Naperville Permitting, Plans and Licensing Portal	Rudy Zucker •	₩0 ⊕
Apply, pay for and manage applications		
B Home Dashboard Apply MyWork Map Calendar D Related Links + Support Documents + Search Q		
Your transaction was processed successfully. Your involces tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.		
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**8** A confirmation message indicates that the payment was successful. Click **Home** to return to the Home screen.