

Paying a Fee

An email will inform you when a fee needs payment.

To pay, login to Customer Access

Select "My Records" and toggle "Building Contractors" using the arrow button so that the list expands.

The screenshot shows the navigation menu with the following items: Home, Building, Building Contractors, Engineering, Planning. Below this is a secondary menu with Dashboard, My Records, My Account, and Advanced Search. A red arrow points from the My Records link to the right. Below the menu is a red note: "NOTE: Temporary Records (20TMP-000000) older that 180 Days will be deleted from the system." Below the note is a grey bar with a right-pointing arrow and the text "Building Contractors". A red arrow points to this arrow.

In the list, select "Pay Fees Due" or "Pay Fee Due for Renewal" on the Contractor License requiring payment. You will be directed to a third party payment page to pay fees due. When your payment is complete, you will be returned to Customer Access.

The screenshot shows the 'Records' page with the following navigation items: Home, Building, Building Contractors, Engineering, Planning. Below the navigation is a yellow bar with "Create an Application" and "Search Applications". A red note is present: "NOTE: Temporary Records (20TMP-000000) older that 180 Days will be deleted from the system." Below the note is a grey bar with the text "Records". Below the bar is the text "Showing 11-20 of 100+ | Add to collection". Below the text is a table with the following columns: Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, Action, Short Notes. The table contains three rows of data, with the third row highlighted in yellow. The third row has the following values: 08/23/2022, [blurred], General Contractor License, [blurred], [blurred], 07/23/2022, About to Expire, [Pay Fee Due for Renewal](#), [blurred].

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
08/23/2022	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
08/23/2022	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
08/23/2022	[blurred]	General Contractor License	[blurred]	[blurred]	07/23/2022	About to Expire	Pay Fee Due for Renewal	[blurred]