



### Pay Fees and Navigate Invoices

To Pay Fees on a case, a Permit Specialist will first need to invoice the fees in EnerGov.

There are many navigating options to both view unpaid invoices and pay invoices associated with a permit.

- On your Dashboard you can simply view the open invoices and add them to a Cart to pay:

### My Invoices

Current 0	\$0.00	<a href="#">Add To Cart</a>
Past Due 2	\$1,520.00	<a href="#">Add To Cart</a>
<b>Total</b> 2	<b>\$1,520.00</b>	<a href="#">Add To Cart</a>

#### ▶ View My Invoices

- Or select View My invoices (shown above) to choose which invoice to pay:

Display All Invoices [Export](#) Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-00004654	\$610.00	Due	BR-21-0418	222 MCDANIEL AVE PICKENS, SC 29671	<input type="checkbox"/>
INV-00004657	\$910.00	Due	BR-21-0420	222 MCDANIEL AVE PICKENS, SC 29671	<input checked="" type="checkbox"/>

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[Add To Cart](#)

- You can navigate to the respective permit summary screen and select the Pay Now button under Available Actions or Add to Cart in the top right corner of the permit screen:

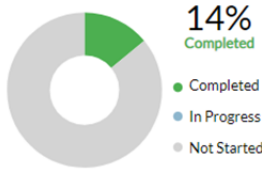
Permit Number: BR-21-0420 [Add to Cart](#)

Permit Details | [Tab Elements](#) | [Main Menu](#)

Type: Single Family/Duplex      Status: In Review      Project Name: ▼

[Summary](#)   [Locations](#)   [Fees](#) 🔴   [Reviews](#)   [Inspections](#)   [Attachments](#)   [Contacts](#)   [Sub-Records](#)   [Holds](#)   [Meetings](#)   [More Info](#)

**Progress**



14% Completed

- Completed
- In Progress
- Not Started

**Workflow**

- Permit Application Package Complete - Passed : 03/11/2021
- Approval to Create Invoice/Pay Fees
- Issue Permit
- Footing -
- Concrete Slab -
- Waterproofing -
- Framing -
- Electrical Underground -
- Electrical Rough -

**Available Actions**

▲ Unpaid Fees [Pay Now](#)

\$910.00  
03-11-2021

**Fees**

\$910.00

[View Details](#)   [Add to Cart](#)

1. Navigate to the desired plan/permit.

Permit Number: BR-21-0420 [Add to Cart](#)

Permit Details | [Tab Elements](#) | [Main Menu](#)

Type: Single Family/Duplex      Status: In Review      Project Name: ▼

[Summary](#)   [Locations](#)   [Fees](#) 🔴   [Reviews](#)   [Inspections](#)   [Attachments](#)   [Contacts](#)   [Sub-Records](#)   [Holds](#)   [Meetings](#)   [More Info](#)

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

**Fee Summary**

Total Fees:	\$910.00	Paid Fees:	\$0.00	Unpaid Fees:	\$910.00	<a href="#">Add to Cart</a>
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**Remaining Fees** Sort: Fee ▼

Fee	Invoice	Computed	Amount Due
Building Permit Fee (Residential)	INV-00004657	\$910.00	\$910.00

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**Paid Fees** Sort: Fee ▼

Fee	Invoice	Computed
No records to display.		

2. Choose the Fees tab.
3. You will see a list of Remaining Fees and Paid Fees listed with Invoice numbers next to the fee name.
4. Click Add to Cart *or* click on the highlighted invoice number and then click Add to Cart.

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Invoice Number: INV-00004657 Add To Cart 

Invoice Total: \$910.00

Status: Due      Invoice Date: 03/11/2021      Due Date: 03/11/2021

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
Building Permit Fee (Residential)	\$910.00	\$910.00	BR-21-0420	Permit	


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## Invoices

You can access paid, voided, or unpaid invoices. Invoices are accessible from the Dashboard and the menu system and can be added to your electronic Shopping Cart.

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Invoice Number: INV-00004657 Add To Cart 

Invoice Total: \$910.00

Status: Due      Invoice Date: 03/11/2021      Due Date: 03/11/2021

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
Building Permit Fee (Residential)	\$910.00	\$910.00	BR-21-0420	Permit	

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Follow the steps below to view invoice information:

1. Click the printer icon to print or save the invoice as a PDF.
2. Click Primary Fees to view the Fee Name, Fee Total, Amount Due, Case Number, Case Type, and Notes for all fees associated with the invoice. Select the column to sort the fees by from the Sort dropdown.
3. Click Misc Fees to view the Fee Name, Fee Total, Paid Amount, and Amount Due for all miscellaneous fees associated with the invoice, if there are such fees added. Select the column to sort the fees by from the Sort dropdown.
4. Click Payments to view the Receipt Number, Status, Transaction Type, Payment Type, Payment Amount, and Payment Date for all payments associated with the invoice once the fees have been paid. Select the column to sort the payments by from the Sort dropdown.
5. Click Attachments to view the File Name and Added Date for all files attached to the invoice. Select the column to sort the attachments by from the Sort dropdown.
6. Click Contacts to view the Company, First Name, Last Name, Title, and Email for all contacts associated with the invoice. Select the column to sort the contacts by from the Sort dropdown.
7. Click Add to Cart to add the invoice to the Shopping Cart.

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### Shopping Cart

Total \$910.00 [Check Out](#)

Invoice: INV-00004657 Description: NONE  
Due Date: 03/11/2021 Billing Contact: Brink, Chris

Case Number	Project	Case Address	Amount Due
<a href="#">BR-21-0420</a>		222 MCDANIEL AVE PICKENS SC 29671	\$910.00

\$910.00 [Remove](#)

[Top | Main Menu](#)

Total \$910.00 [Check Out](#)

## [Pay Invoices](#)

Once you have added an open, unpaid invoice to your Shopping cart, the invoice is now ready to be paid. You may pay invoices for your fees with a MasterCard, Visa, or Discover Card. American Express cards are not accepted at this time.

**A 3.99% FEE IS ADDED TO EACH TRANSACTION BY THE CREDIT CARD PAYMENT VENDOR. THESE FEES ARE NOT ADDED BY PICKENS COUNTY OR RECEIVED BY PICKENS COUNTY.**

1. In your Shopping Cart, click Check Out. This will bring up in a separate browser tab with the MyGovPay screen:

**MyGovPay** [Contact Us](#)

Thursday, March 11, 2021

**Order Summary**  
Agency Name: County of Pickens - CSS  
Order Number: 24

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00004657	NONE	1	\$910.00	\$910.00

Item Total: \$910.00  
Service Fee: \$0.00  
Tax: \$0.00  
Order Total: \$910.00

**Payment Details**

Cardholder Name:  \* Billing Street:  \* Billing Zipcode:  \*

Card Type:  \* Card Number:  \* Expiration Date:  \* CVV Code:  \*

Email Address:  \*

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2. You will need to enter all your payment information. Once your card information has been entered, click **Process Payment**.
3. If your payment has been successful, a success screen will open.

**MAKE SURE TO PRINT A COPY OF THIS SCREEN FOR YOUR RECORDS. THIS WILL BE THE ONLY RECEIPT YOU RECEIVE THAT WILL HAVE ALL OF THE FEES LISTED – PERMIT FEES AS WELL AS SERVICE FEES.**

The receipts provided via CSS or staff will not have associated service fees listed.

**MyGovPay** Friday, March 12, 2021

**Congratulations! Your order has been processed successfully!**

Agency Name: County of Pickens - CSS  
Order Number: 25

Please print this page for your records.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00004657	NONE	1	\$910.00	\$910.00

Item Total: \$910.00  
Service Fee: \$0.00  
Tax: \$0.00  
Order Total: \$910.00

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4. You will also receive a confirmation email verifying a successful payment.
5. Click **Return to Citizen Portal** to return to CSS and your dashboard.