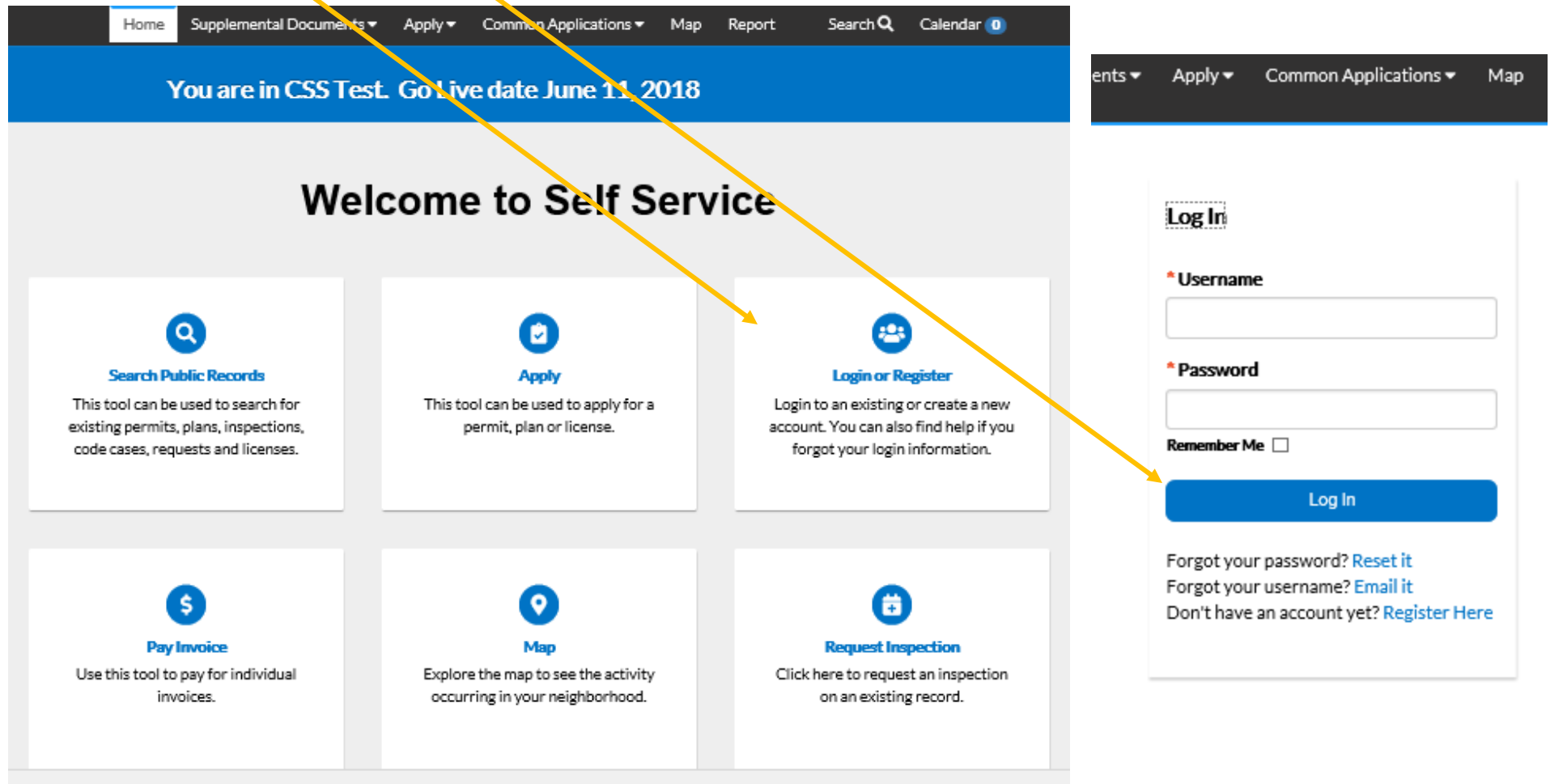


How to Pay Invoices

Access JCC PermitLink by selecting www.jamescitycountyva.gov/permitlink

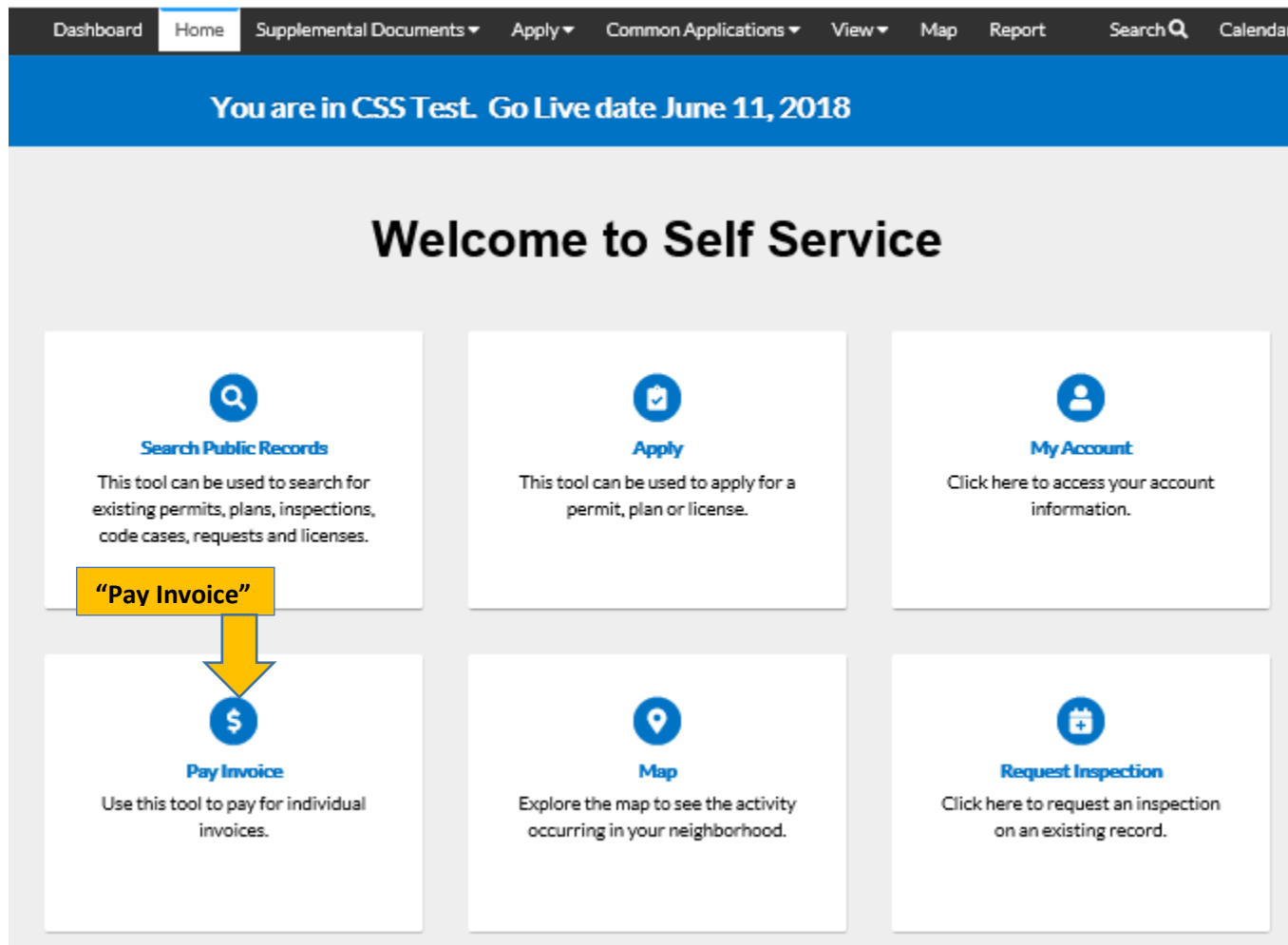
Note: If you are not yet registered on JCC PermitLink, please refer to the *How to Register in Permit Link* section of this guide.

STEP 1: Click “**Login or Register**”, then “**Log In**” to your account.



The screenshot shows the JCC PermitLink self-service portal. The main heading is "Welcome to Self Service". There are six service tiles: "Search Public Records", "Apply", "Login or Register", "Pay Invoice", "Map", and "Request Inspection". A yellow arrow points from the "Login or Register" tile to a detailed login form on the right. The form includes fields for "Username" and "Password", a "Remember Me" checkbox, and a "Log In" button. Below the button are links for "Reset it", "Email it", and "Register Here".

STEP 2: If you have the invoice number, click on **“Pay Invoice”**. If you are the applicant and do not have your invoice number, please move to step 3.



The screenshot shows the PermitLink user interface. At the top is a navigation bar with links: Dashboard, Home, Supplemental Documents, Apply, Common Applications, View, Map, Report, Search, and Calendar. Below the navigation bar is a blue banner that reads "You are in CSS Test. Go Live date June 11, 2018". The main content area is titled "Welcome to Self Service" and contains six service tiles arranged in a 2x3 grid:

- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**: This tool can be used to apply for a permit, plan or license.
- My Account**: Click here to access your account information.
- Pay Invoice**: Use this tool to pay for individual invoices. This tile is highlighted with a yellow box containing the text "Pay Invoice" and a yellow arrow pointing down to the tile.
- Map**: Explore the map to see the activity occurring in your neighborhood.
- Request Inspection**: Click here to request an inspection on an existing record.

STEP 2.1: Enter invoice number on search box, then search.

Dashboard Home Supplemental Documents Apply Common Applications View Ma
Calendar 0

Invoice Search

Enter invoice number.

Search for Unpaid Invoice Search

STEP 2.2: Select the “Pay Now” button.

Invoice Number: INV-00013836



Invoice Total: \$21.00

Status: Invoiced, Past Due Invoice Date: 05/01/2020

Due Date: 05/01/2020

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
Zoning - Chicken Keeping Permit	\$21.00	\$21.00	CK-20-0018	Permit	

Results per page 10 1 - 1 of 1

<< < 1 > >>

Pay Now

“Pay Now”

Step 3: If you do not have the invoice number please sign into your account that is associated with the permit or plan and invoice. Click on the dashboard icon in the upper left and select the invoices in the bottom right that you would like to pay (by clicking on view my invoices). If you would like to pay all invoices, click add to cart.

The screenshot shows the JCC PermitLink dashboard interface. At the top, there is a navigation bar with links: Dashboard, Home, Supplemental Documents, Apply, Common Applications, View, Map, Report, Search, and Calendar. Below the navigation bar, a blue banner displays the text "Go Live date June 11, 2018".

The dashboard is divided into several sections:

- My Permits:** A grid of five cards showing permit status counts: Attention (1), Pending (1), Active (1), Draft (0), and Recent (0). Each card lists "Building Re..." with a count of 1. A link "View My Permits" is located below the grid.
- My Plans:** A grid of five cards showing plan status counts: Attention (6), Pending (6), Active (0), Draft (0), and Recent (0). The Attention and Pending cards list "Conceptual ... 4", "Land Use 1", and "Site Plan 1". A link "View My Plans" is located below the grid.
- My Inspections:** A table with columns: Requested (0), Scheduled (0), and Closed (1). The Closed row lists "Concrete... 1". A link "View My Inspections" is located below the table.
- My Invoices:** A table showing invoice details:

Category	Count	Amount	Action
Current	0	\$0.00	Add To Cart
Past Due	1	\$12,555.20	Add To Cart
Total	1	\$12,555.20	Add To Cart

 A link "View My Invoices" is located below the table.

Yellow callout boxes and arrows highlight key actions:

- An arrow points to the "Dashboard" link in the navigation bar, with a box labeled "Select Dashboard".
- An arrow points to the "Add To Cart" button for the "Total" row in the My Invoices table, with a box labeled "Select Add to Cart".
- An arrow points to the "View My Invoices" link below the My Invoices table, with a box labeled "Select View My Invoices".
- A box labeled "Or" is positioned between the "Add To Cart" and "View My Invoices" callouts.



Step 3.1: If you selected view my invoices you will see the following screen. Select the invoices that you would like to pay and click add to cart.

Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Search 🔍 Calendar 2

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 <input type="checkbox"/>
INV-00013834	\$69.30	Due	BLDC-20-0368	test	<input type="checkbox"/>
INV-00013835	\$69.61	Due	ELER-20-1041	101 MOUNTS BAY RD Unit:E Williamsburg, VA 23185	<input type="checkbox"/>

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>

1. Select Invoices (arrow pointing to the checkbox in the second row)

2. Select Add to Cart (arrow pointing to the Add To Cart button)



Step 3.2: Click "Check Out".

Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Search 🔍 Calendar 2

◀ Back

Shopping Cart

Total \$138.91

Check Out

Click "Check Out"

Invoice: INV-00013834

Due Date: 04/30/2020

Description: NONE

Billing Contact: Baruch, Alex

\$69.30

Case Number	Project	Case Address	Amount Due
BLDC-20-0368		test	\$69.30

Remove

Top | Main Menu

Invoice: INV-00013835

Due Date: 04/30/2020

Description: NONE

Billing Contact: Baruch, Alex

\$69.61

Case Number	Project	Case Address	Amount Due
ELER-20-1041		101 MOUNTS BAY RD Williamsburg VA 23185	\$69.61

Remove

Top | Main Menu

Total \$138.91

Check Out



Step 3.3: Fill out required information and click “Pay Now”.



THIS SITE IS CURRENTLY IN DEMO MODE.

James City County, VA (Test)

Order Number: 92

Thursday, April 30, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00013834	NONE	1	\$69.30	\$69.30
INV-00013835	NONE	1	\$69.61	\$69.61
			Item Total:	\$138.91
			Order Total:	\$138.91

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Card Type	Card Number	Expiration Date	
Select one... ▾	<input type="text"/>	Month... ▾	Year... ▾
CVV Code			
<input type="text"/>			
<input type="button" value="Pay Now - \$138.91"/>			

Cancel

Fill out information and click pay now.

