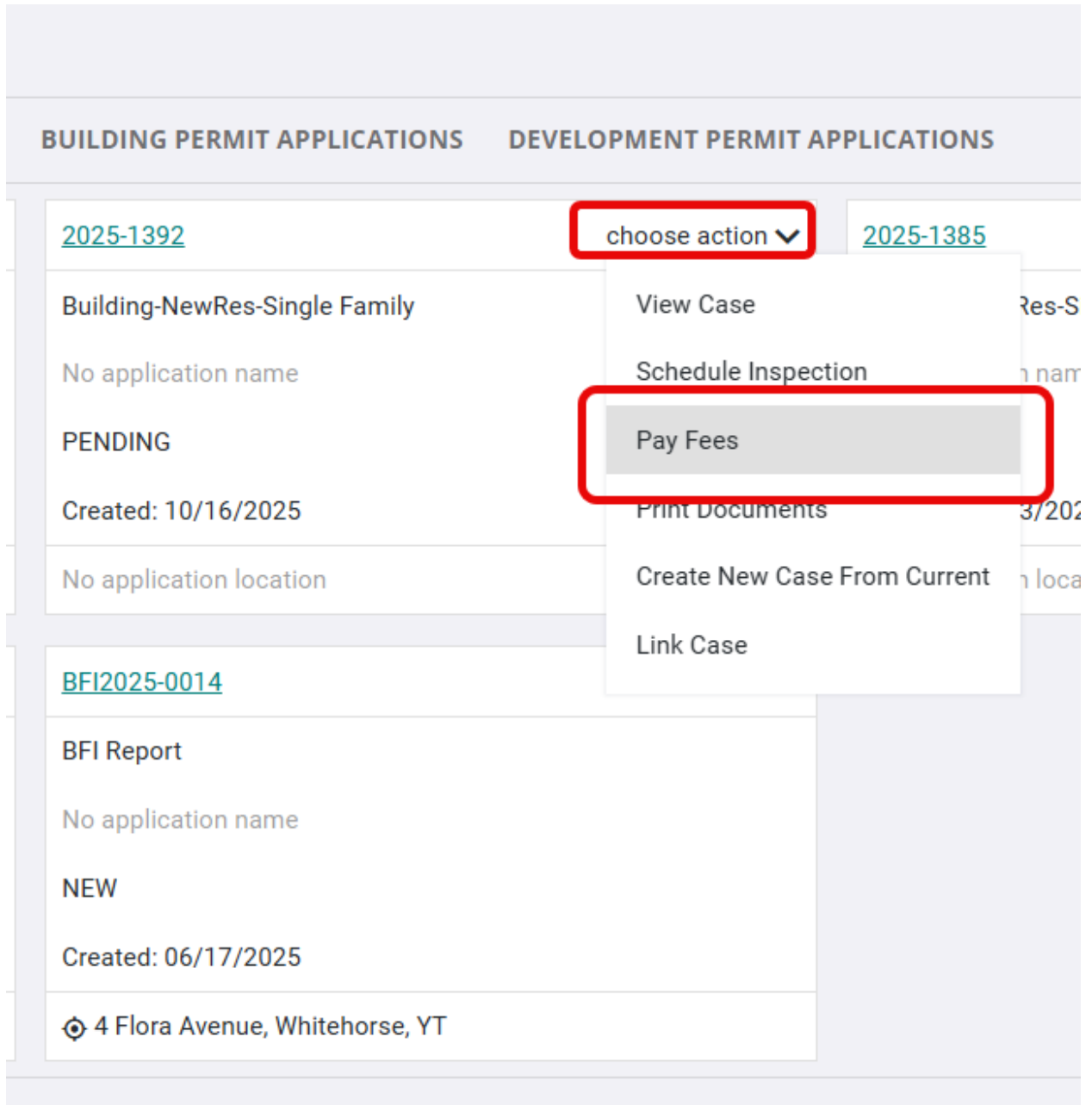


## Paymentus Payment Processing

### Step 1: How to reach the Paymentus payment page

There are two ways to pay fees for a case:


- 1) Click on “choose action” for a case and then click on “Pay fees” to proceed to payment.



The screenshot displays the Paymentus application interface. At the top, there are two tabs: "BUILDING PERMIT APPLICATIONS" and "DEVELOPMENT PERMIT APPLICATIONS". Below the tabs, there are two application cards. The first card, for application 2025-1392, shows details for a "Building-NewRes-Single Family" application. It includes fields for "No application name", "PENDING" status, "Created: 10/16/2025", and "No application location". A dropdown menu is open for the "choose action" button, listing options: "View Case", "Schedule Inspection", "Pay Fees" (highlighted with a red box), "Print Documents", "Create New Case From Current", and "Link Case". The second card, for application BFI2025-0014, shows details for a "BFI Report" application. It includes fields for "No application name", "NEW" status, "Created: 06/17/2025", and a location "4 Flora Avenue, Whitehorse, YT".


BUILDING PERMIT APPLICATIONS	DEVELOPMENT PERMIT APPLICATIONS
<a href="#">2025-1392</a> Building-NewRes-Single Family No application name PENDING Created: 10/16/2025 No application location	<a href="#">2025-1385</a> Res-S n nam
<a href="#">BFI2025-0014</a> BFI Report No application name NEW Created: 06/17/2025 4 Flora Avenue, Whitehorse, YT	3/202 n loca

Then click on the bright orange “Pay Fees” button. Your case information will be pre-populated, including permit case number and payment amount.


[+ New Application](#)



### Deposits

Deposit	Amount	Amount
No records found		
Total:		\$0.00



### Fees

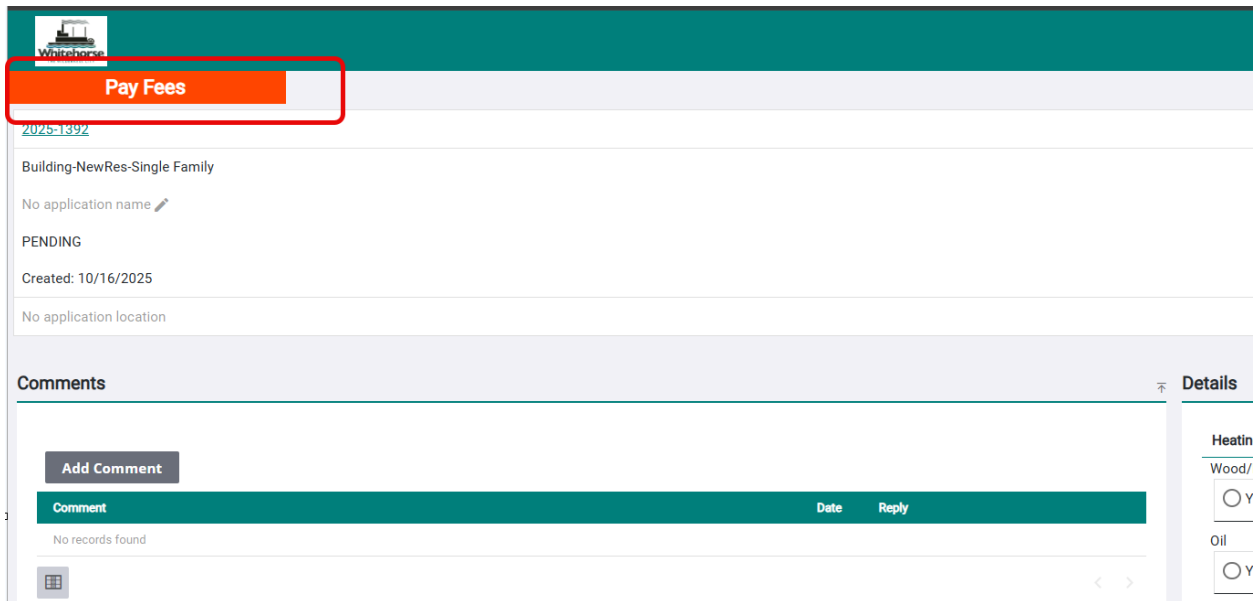
Fee	Waived	Amount
Base Fee for Multi		\$250.00
Filing Fee (Previously called Admin file fee)		\$100.00
Total:		\$350.00

Pay Fees

Go To Summary

- 2) Go inside a case and click on the bright orange “Pay Fees” button which will take you to the Paymentus payment page. Your case information will be pre-populated, including permit case number and payment amount.



**Pay Fees**

2025-1392

Building-NewRes-Single Family

No application name

PENDING

Created: 10/16/2025

No application location

**Comments**

Add Comment

Comment	Date	Reply
No records found		

**Details**

Heatin

Wood/ ☐ Y

Oil ☐ Y

## Step 2: Add your payment method

Once you are on the Paymentus payment page, you can choose to enter your debit or credit card information along with other details, such as first and last name, postal code and email address to receive the payment confirmation.

**Note:** Your case information will be pre-populated, including permit case number and payment amount. Make sure to double check all the details, such as the case number and email.

### Enter Payment Information

All fields are required unless labeled as optional.

First Name

Shaun

Last Name

ZIP/Postal Code:

Y1A

Email ☐

shaun



Re-Enter email




shaun

### Payment Components

Payment Type	Account Number	Date Due	Amount Due	Payment Amount
Development & ...	2025-1310		\$0.00	250.00

### Payment Method

☐  

☒   

Debit Card

Credit Card

Card Number

CVV ☐

Expiry Month

0

Expiry Year

Card Holder Name

CONTINUE

CANCEL

### Current Bill

Accounts

2025-1310

**Paymentus**

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[Bill Payment Terms and Conditions](#)
[Payment Authorization Terms](#)
[SMS Text Communication Terms and Privacy](#)

Next, click on “Continue” and then click on the checkbox that reads, “I authorize and agree per payment authorization terms”.

You can also click on the checkbox that reads, “Use this payment method for future payments”, to save your payment information.

Finally, click on “Pay”.

### Confirm Payment

Payment Method VISA

☐ Use this payment method for future payments.

#### Payments

Payment Type	Account Number	Payment Amount
Development & Building Permits	2025-1310	\$250.00

Payment Amount **\$250.00**

Click to read the [Payment Authorization Terms](#) and [Privacy Notice](#)

☒ I authorize and agree per Payment Authorization Terms.

Click the **PAY** button to complete your payment.

BACK
**PAY \$250.00**
CANCEL

### Current Bill

Accounts **2025-1310**

**Paymentus**

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[Bill Payment Terms and Conditions](#)
[Payment Authorization Terms](#)
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You will then be redirected to the case where you can review your payments under the “Payments” section.

Fees					
	Fee	Waived	Amount	Amount Paid	Amount Due
	Application Fee (Base)		\$150.00	\$150.00	\$0.00
	Filing Fee (Previously called Admin file fee)		\$100.00	\$100.00	\$0.00
Total:			\$250.00	\$250.00	\$0.00
<div> <div></div> <div>1-2 of 2</div> </div>					

Payments		
Payment Type	Received By	Amount
Paymentus		\$150.00
Paymentus		\$100.00
Total:		\$250.00
<div> <div></div> <div>1-2 of 2</div> </div>		



If you have made multiple payments, make sure to click on the arrows at the bottom right-hand to view all payments.

If you decide to cancel a payment, you will be redirected back to your case dashboard.

Once you make a payment, you will also receive a confirmation email from [Billpay@paymentus.com](mailto:Billpay@paymentus.com) for your records.

