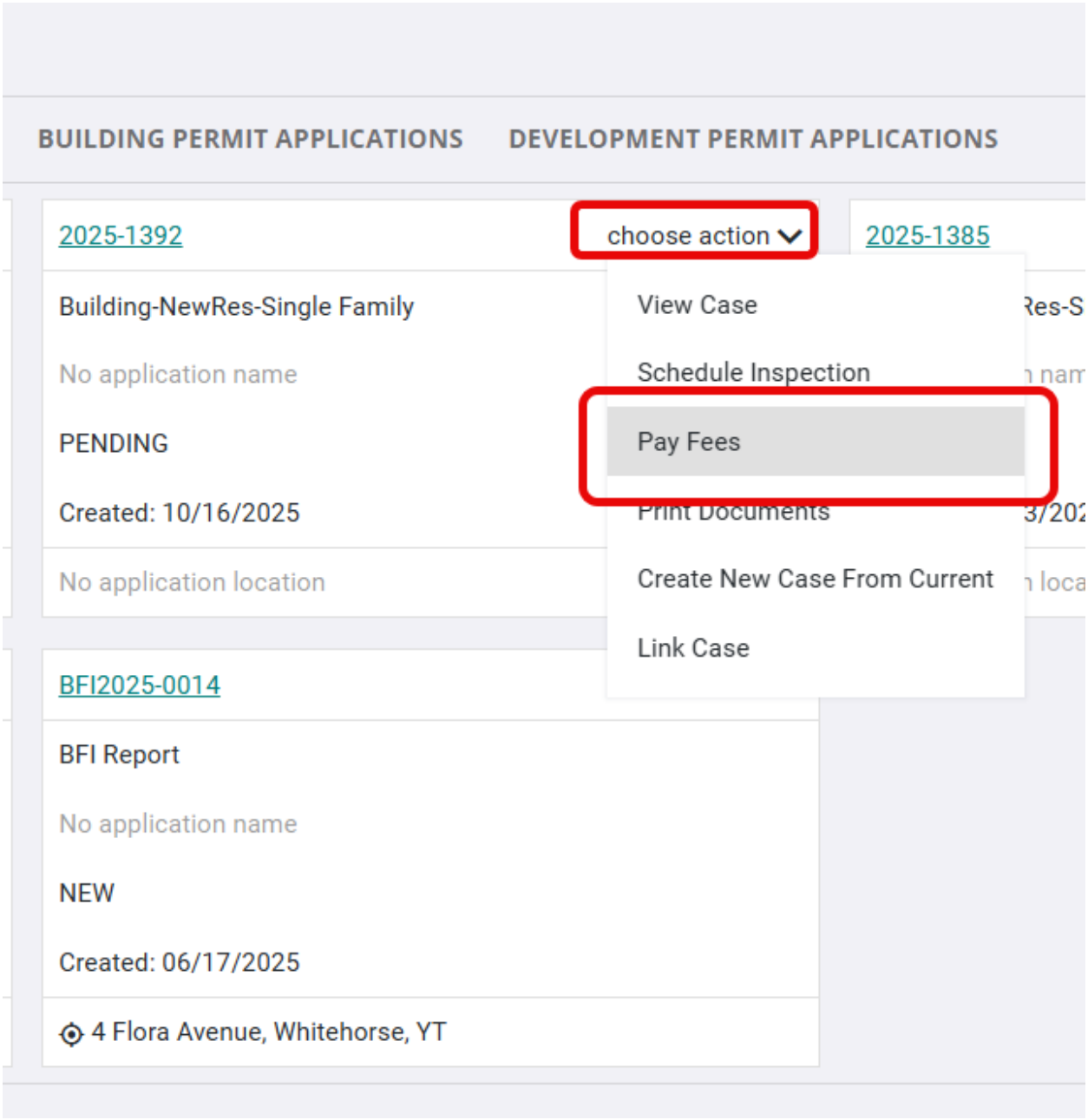
# Paymentus Payment Processing

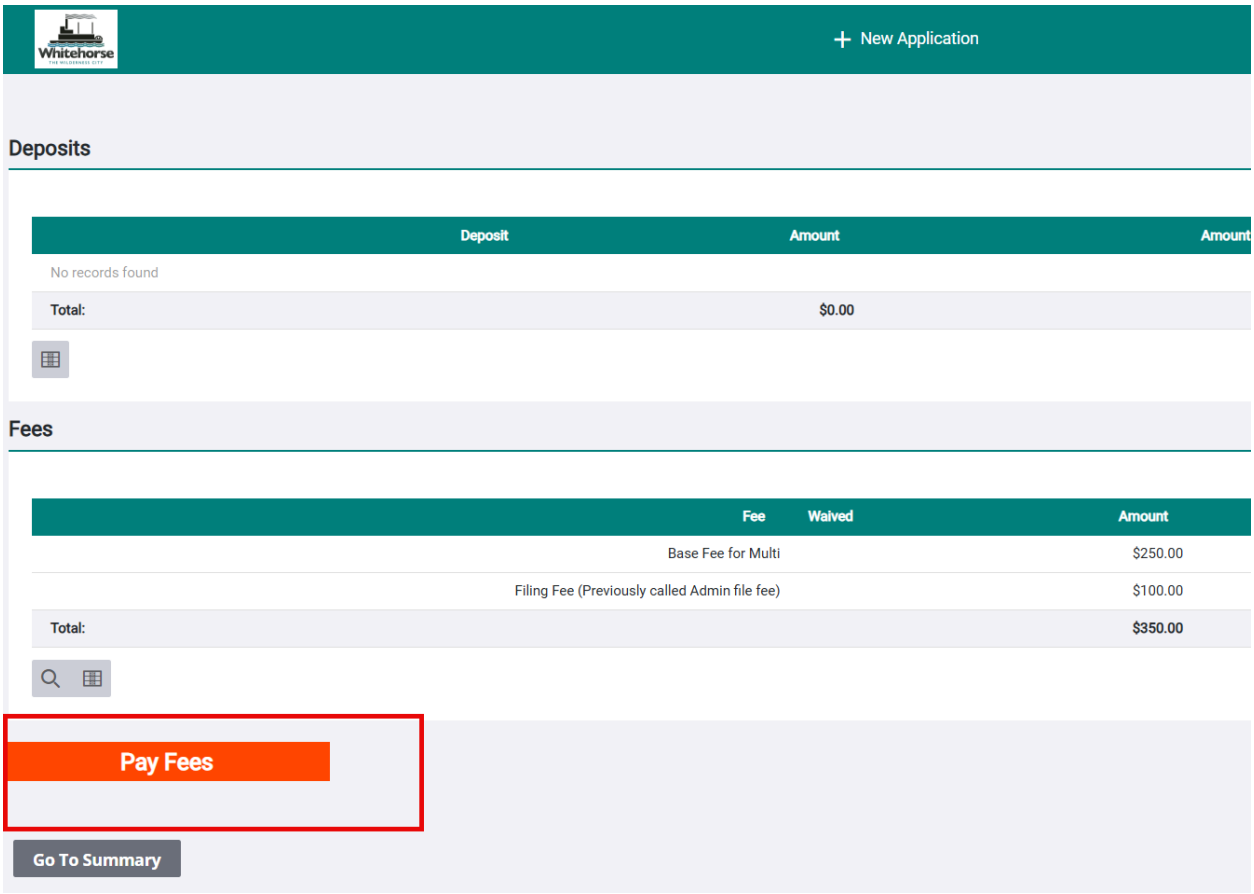
**Step 1: How to reach the Paymentus payment page**

There are two ways to pay fees for a case:

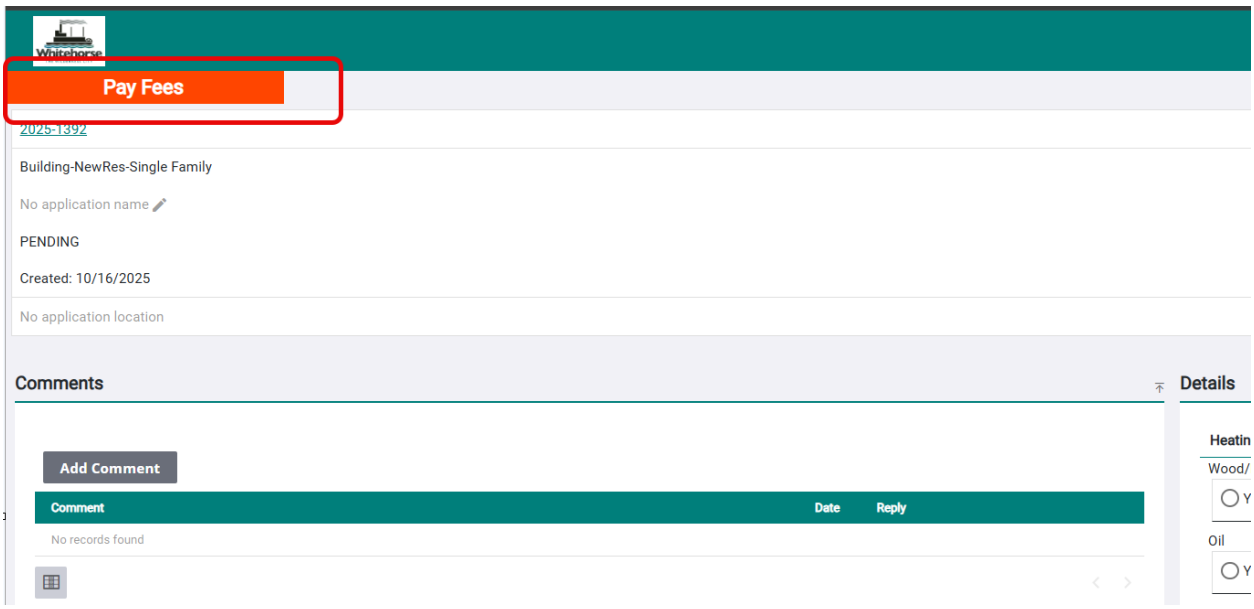
1) Click on “choose action” for a case and then click on “Pay fees” to proceed to payment.



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



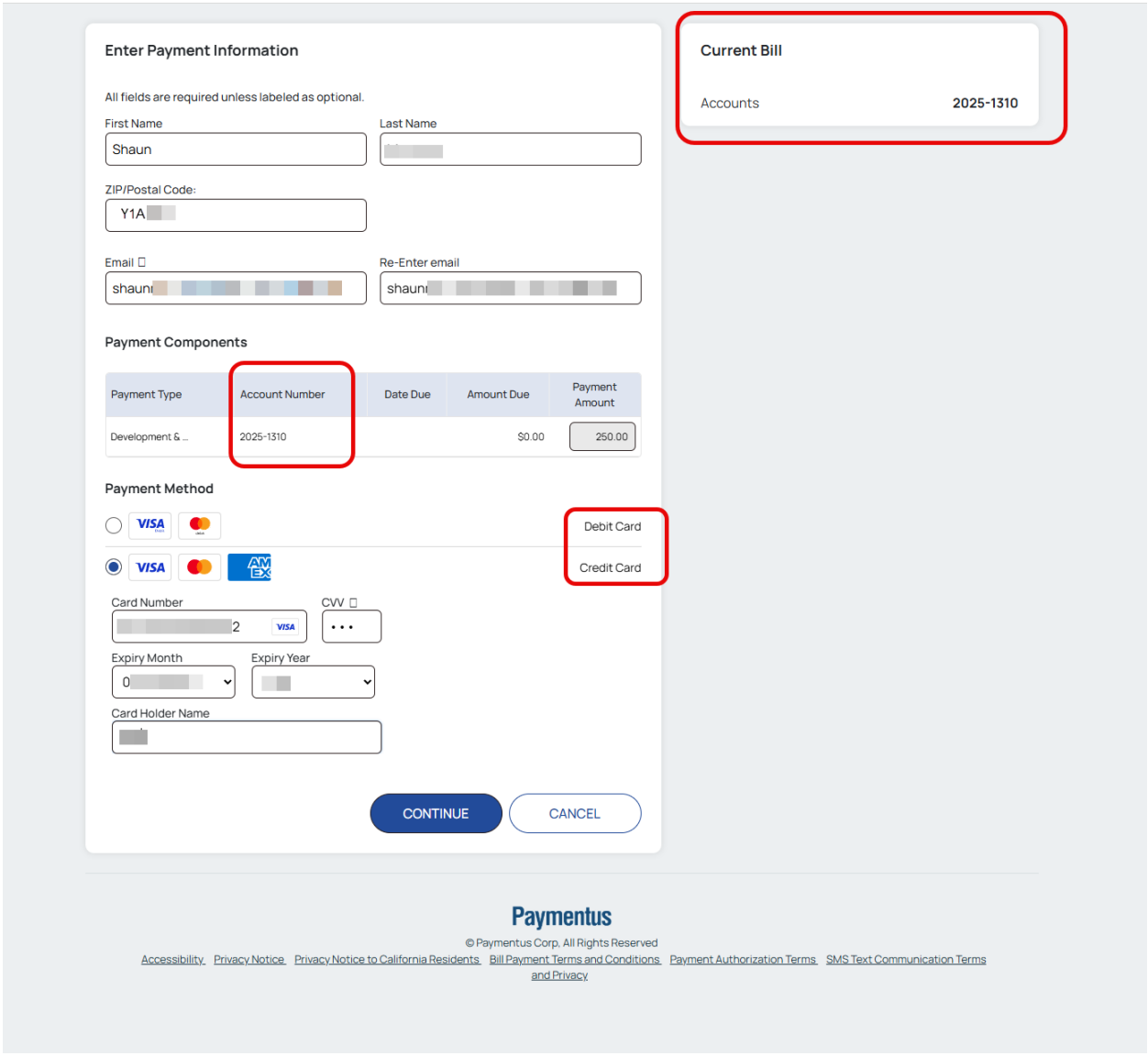
2) Go inside a case and click on the bright orange “Pay Fees” button which will take you to the Paymentus payment page. Your case information will be pre-populated, including permit case number and payment amount.




**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.

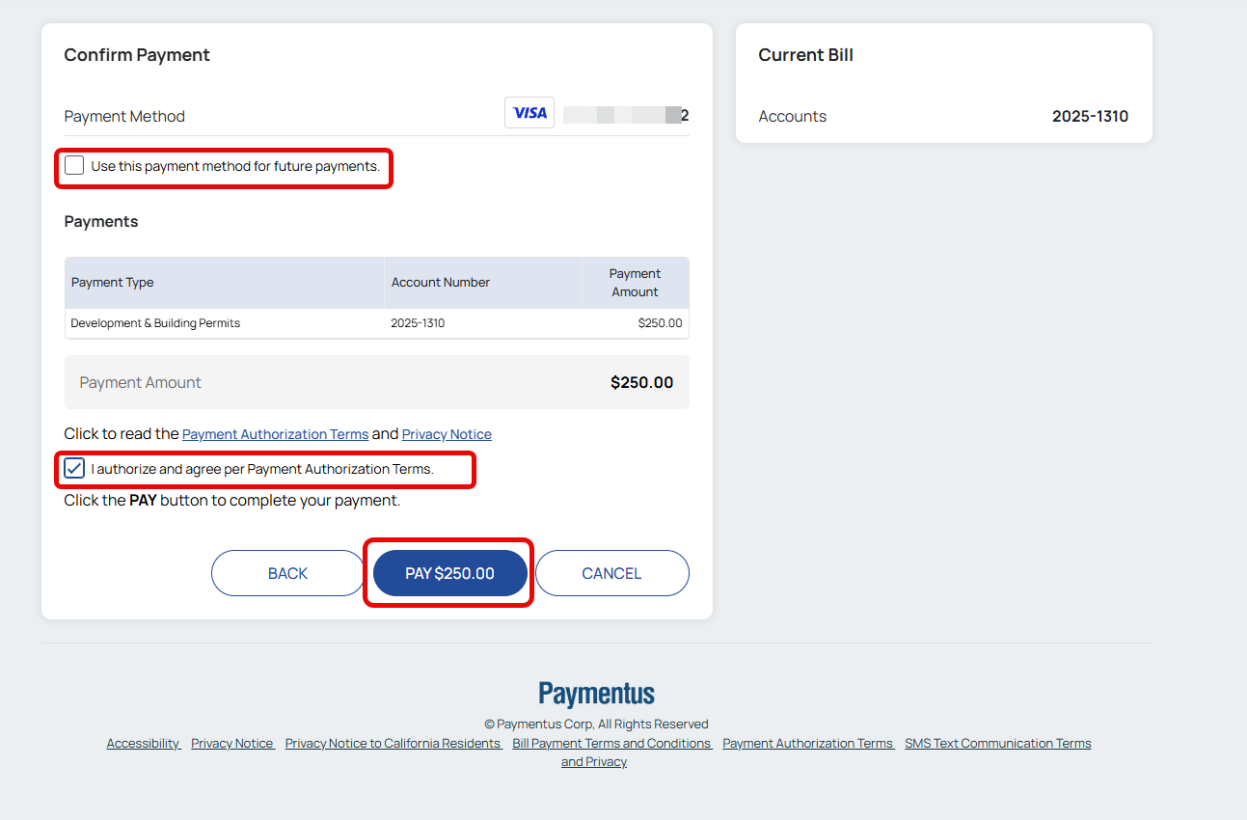
**Note**: Your case information will be pre-populated, including permit case number and payment amount. Make sure to double check all the details, such as the case number and email.



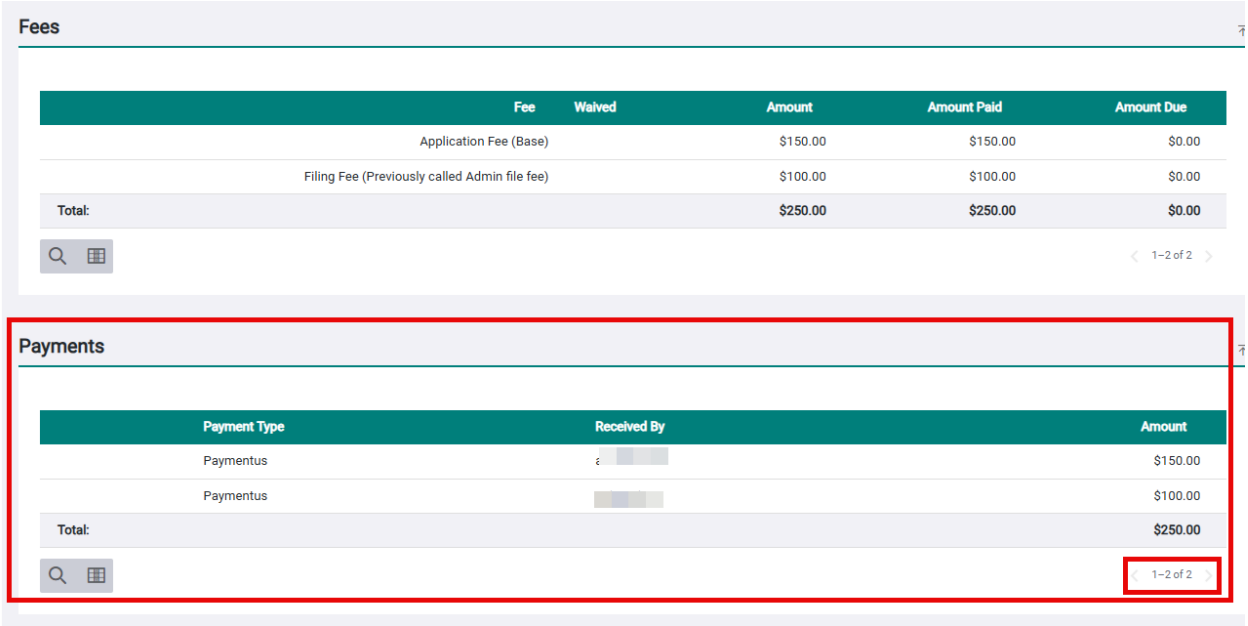

Next, click on “Continue” and then click on the checkbox that reads, “I authorize and agree per payment authorization terms”.

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”.




You will then be redirected to the case where you can review your payments under the "Payments" section.



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 for your records.