

Make a Payment

Ø My Dashboard

- 1. Click Make a Payment.
- 2. Enter Application No. and/or Project Name.
- 3. Click Search.

4. From the Action drop down, select Make a Payment.

Note: The search results will only include applications that have a balance due.



Note: A Payer *must* first be identified in the Customer Information section to make a payment.

5. In Payer Selection option, click on Add Payer.

Note: Next you can either **Search the Customer Datebase** or **Create a New Customer** (follow instructions on the screen)

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	Permit Fee	250.00	Permit Type	General Permit						
	Balance Due	250.00	Application Type	New						
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- 6. A customer list will be displayed on the screen, **select** a customer (the select button will change to UnSelect) and click on **Next**.
 - Search the Customer Database or Create a New Customer rch by email address to determine if a person is an active custo isting Permit If the customer is not on record, create a new customer. • Each customer created must be associated with a unique and valid email addre Iditional Informatio · Persons may be associated with multiple businesses. If a new association needs to be r clicking the email link to request that update. mpliance Informati Note: To update existing contact information, notify regcust nerupdates@sfwmd.gov by clicking the em Full Name Email Company Name Wilder D Select the customer from the following results by clicking the "Select" buttor 1 2 Full Name Company Name Address Phone City Select Rs Wilder PE 2368 Stockton Drive Fleming Island FL 32003 tkirkevo@sfwmd.gov (904)616-5 Select RS Wilder PE 2368 Stockton Drive (904)616-5 Eleming Island EL Thomas V Wilder The Wilder Companies LTD 300 Massachusetts Avenue 2nd Floor Bosto T
- The new window will contain the selected customer information with Party Type option (Payer is the only option). Make sure Payer option is checked and click Finish.

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8. Click on **Next**. this will take you to the **Payment** option.

Note: To cancel the payer, click the Trash can on the far right of the Payer record.

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	Permit Fee	250.00	Permit Type	General Permit
	Balance Due	250.00	Application Type	New
	Full Name	Company	Association	
	II RS Wilder PE		Payer	
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				Save Next >>



9. Click the Add Payment button.

- 10. Verify the **Payer** and select a **Payment Method**:
 - ACH/eCheck
 - Credit Card
 - Debit Card
- 11. Click 'Pay Now'

Note: To cancel making a payment,

click the trash can on the far right of the Payer record.

12. A pop-up window will open. Follow the prompts:

For ACH/eCheck-

- Account Type
- Routing Number
- Account Number
- Check box to Terms and Conditions Agreement
- Click Pay

Credit Card/Debit Card-

- Credit Card Number
- CVV Number
- Expiration Date
- Check box to Terms and Conditions Agreement
- Click Pay

Note: The payment status and Confirmation number will update on the payment screen.

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Payment Checkout

Email

Personal Details

Payment method

New Card Account

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George Strait



cactusrose424@gmail.com

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Payment Status

Accept

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Edit Billing Address

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