

HOW TO PAY AN INVOICE ON CSS PORTAL

STEP 1. MAKE SURE YOU ARE LOGGED IN TO YOUR ACCOUNT.

STEP 2. UPON LOGGING IN, YOU WILL BE DIRECTED TO THE HOME PAGE. CLICK THE PAY INVOICE ICON.

Dashboard Home Apply View Map Report Fee Estimator Help Search Help Addison Website

Welcome to our new Self Service Portal! Apply for stuff.

Welcome to Self Service

My Account
Click here to access your account information.

Apply
This tool can be used to apply for a permit, plan or license.

Pay Invoice
Use this tool to pay for individual invoices.

Request Inspection
Click here to request an inspection on an existing record.

Map
Explore the map to see the activity occurring in your neighborhood.

Calendar
Click here to find out about certain events like holidays and public hearings.

STEP 3. YOU WILL BE DIRECTED TO YOUR DASHBOARD. SCROLL DOWN THE PAGE TO MY INVOICES AND CLICK VIEW MY INVOICES TO VIEW ALL INVOICED ITEMS.

My Inspections

Requested	Scheduled	Closed
0	0	0

[View My Inspections](#)

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 2	\$188.00	Add To Cart
Total 2	\$188.00	Add To Cart

[View My Invoices](#)

STEP 4. THIS PAGE DISPLAYS ALL INVOICES THAT HAVE BEEN CREATED FOR YOUR PERMIT AND/OR PLAN REQUESTS. YOU CAN SELECT TO VIEW BY PAID, UNPAID, OR VOIDED, OR SEARCH A SPECIFIC INVOICE BY INVOICE NUMBER, PERMIT/PLAN NUMBER, OR ADDRESS.

[Dashboard](#) [Home](#) [Apply](#) [View](#) [Map](#) [Report](#) [Fee Estimator](#) [Help](#) [Search](#) [Help](#) [Addison Website](#)

My Invoices

[Unpaid](#) [Paid](#) [Voided](#)

[Exact Match](#)

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

Invoice Number	Amount Due	Status	Case Number	Address	Select All
00004286	\$50.00	Due	C&S-2019-05-0090	5290 BELT LINE RD ADDISON, Texas 75254	<input type="checkbox"/>
00004285	\$138.00	Due	CPLUMB2019-05-0062	16801 WESTGROVE DR ADDISON, Texas 75001	<input type="checkbox"/>

Results per page [10](#) 1 - 2 of 2 << < 1 > >>

Add To Cart

STEP 5. YOU CAN SELECT ALL TO PAY ALL INVOICED ITEMS AT THE SAME TIME OR CHOSE INDIVIDUAL ITEMS TO PAY THEM SEPARATELY. MAKE YOUR SELECTION AND CLICK ADD TO CART.

My Invoices

[Unpaid](#) [Paid](#) [Voided](#)

[Exact Match](#)

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

Invoice Number	Amount Due	Status	Case Number	Address	Select All
00004286	\$50.00	Due	C&S-2019-05-0090	5290 BELT LINE RD ADDISON, Texas 75254	<input type="checkbox"/>
00004285	\$138.00	Due	CPLUMB2019-05-0062	16801 WESTGROVE DR ADDISON, Texas 75001	<input checked="" type="checkbox"/>

Results per page [10](#) 1 - 2 of 2 << < 1 > >>

Add To Cart

STEP 6. YOUR SHOPPING CART WILL SHOW THE ITEM YOU SELECTED. TAKE A MOMENT TO REVIEW THE ITEM. WHEN READY, CLICK CHECK OUT TO PROCEED.

Dashboard Home Apply View Map Report Fee Estimator Help Search Help Addison Website

[Back](#)

Shopping Cart

Total \$138.00
[Check Out](#)

Invoice: 00004285
Due Date: 05/13/2019

Description: NONE
Billing Town of Addison Development Services
Contact: (Knope, Leslie)

\$138.00
[Remove](#)
[Top | Main Menu](#)

Case Number	Project	Case Address	Amount Due
CPLUMB2019-05-0062		16801 WESTGROVE DR ADDISON Texas 75001	\$138.00

Total \$138.00
[Check Out](#)

STEP 7. NOW YOU WILL BE ABLE TO ENTER YOUR CARDHOLDER AND CREDIT CARD INFORMATION. WHEN FINISHED, CLICK PAY NOW.

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

Addison, TX
Order Number: 24
Monday, May 13, 2019

Invoice #	Item Description	Quantity	Unit Price	Total Price
00004285	NONE	1	\$138.00	\$138.00
Item Total:				\$138.00
Order Total:				\$138.00

Payment Details

*all fields are required

Cardholder Name
Leslie Knope

Billing Street
16801 Westgrove Dr

Billing Zip Code
75001

Card Type
MasterCard

Card Number
5111111111111111

Expiration Date
03 - Mar


2022

CVV Code
311

[Pay Now - \\$138.00](#)

[Cancel](#)

STEP 8. AT THE TOP OF THE PAGE YOU WILL SEE A CONFIRMATION THAT YOUR PAYMENT WAS SUCCESSFULLY PROCESSED. CLICK CONTINUE TO SITE TO BE DIRECTED BACK TO THE CSS PORTAL.



Addison, TX
Order Number: 24
Monday, May 13, 2019

Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
00004285	NONE	1	\$138.00	\$138.00
Item Total:				\$138.00
Order Total:				\$138.00

Continue to site

STEP 8. YOU WILL BE DIRECTED BACK TO THE CSS PORTAL.


DashboardHomeApply▼View▼MapReportFee EstimatorHelp?Search?Help?Addison Website

Thank You!


Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.

YOU WILL ALSO RECEIVE AN EMAIL CONFIRMATION OUTLINING YOUR PAYMENT DETAILS.

Payment Confirmation - Addison, TXInbox x

noreply@mygovpay.com
to me

5:35 PM (11 minutes ago)



Addison, TX
Payment Confirmation

Payment Date	Monday, May 13, 2019			
Order Number	24			
Line Items				
Invoice #	Item Description	Quantity	Unit Price	Total Price
00004285	NONE	1	\$138.00	\$138.00
Item Total				\$138.00
Order Total				\$138.00

Thank you for your payment,
Addison, TX

ReplyForward