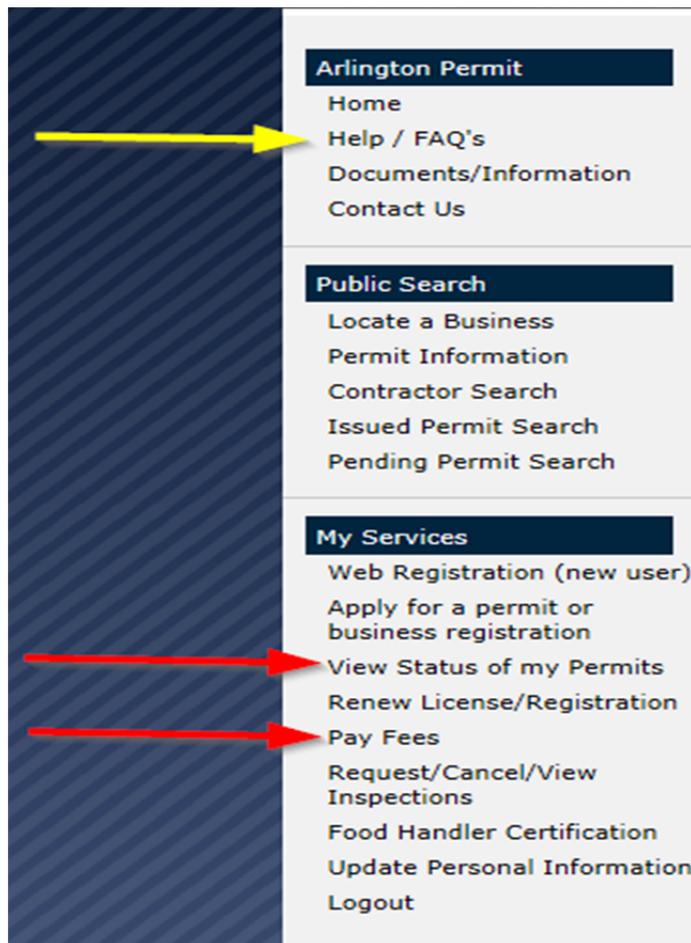


Paying your fees online for any Permits, Registrations, Licenses, etc., requires that the Payee be registered on ArlingtonPermits.com (referred to as AP.com). It is not necessary to register multiple times if you have building permits, Alarm Permits, Apartment inspections or any other registrations (all commonly referred to as permits throughout document). If you have not registered and you are unsure how to register, click the Help / FAQ's link for Web Registration instructions.

Once you log into AP.Com, here are 2 links that will allow you to Pay Fees:

- View Status of my Permits
- Pay Fees

Each one will allow you to pay your fees, it is up to you to determine which one is preferable. Each link will be explained within this document.





View Status of My Permits (Single Payment Example included)

Once you click the link, you will be taken to a list of permits that you are associated with as the applicant, business owner, bill recipient. This list includes all permits, even those that have been paid.

Follow the steps to pay your fees:

1. In the first column, there will be a checkbox where the permit has an outstanding balance. Click the checkbox on the permit you wish to pay.
2. Click pay selected
3. It will take you to a fee window that will give you a breakdown of fees that make up the amount.
4. If there is more than one Fee Amount Listed, and you only want to pay a portion of the Amount due, you can uncheck the box in the Pay column. You have to have at least one fee checked to continue.
5. Click the Pay Selected Fees button
6. Click the PROCEED TO SECURE PAYMENT PAGE button

View Status of My Permits				
	Permit Number	Address	Status	Balance
1	16 876398 000 00 LIQU	000 Unknown	Approved for Signature	\$0.00
2	16 876397 000 00 LIQU	000 Unknown	Approved for Signature	\$0.00
3	16 876396 000 00 LIQU	000 Unknown	Approved for Signature	\$0.00
4	16 876374 000 00 ALRM	600 112TH STREET	Pre Application	\$0.00
5	<input type="checkbox"/> 16 876373 000 00 ALRM	1003 ACORN COURT	Pre Application	\$50.00
6	1557627 ALRM	1202 ACADEMY DRIVE	Issued	\$0.00
7	16 876371 000 00 ALRM	2204 ACACIA DRIVE Lot 230	Pre Application	\$0.00
8	1557625 ALRM	3902 ABBERMARE COURT	Issued	\$0.00
9	<input type="checkbox"/> 16 876369 000 00 ALRM	312 109TH STREET	Pre Application	\$50.00
10	1557623 ALRM	616 107TH STREET	Issued	\$0.00

Pay Selected

Fees			
Permit Number	Fee Description	Fee Amount	Pay
ALRM	Alarm Permit Fee	\$50.00	<input checked="" type="checkbox"/>

[Deselect All](#)

Pay Selected Fees

Payment Method	
Total Amount to Pay:	\$5,078.40
Payment Method:	Credit Card

Return to previous page

Proceed to Secure Payment Page

GO TO PAGE WITHIN THIS DOCUMENT TITLED: SECURE PAYMENT and final steps



Pay Fees Link (Includes paying multiple permits)

Once you click the link, you will be taken to a list of permits that you are associated with as the applicant, business owner, bill recipient. This list **ONLY** includes permits that have not been paid. Follow the steps to pay your fees:

1. Click the checkbox on the permit you wish to pay. In this example, we will be paying the two permits within the red box.
2. Click pay selected
3. It will take you to a fee window that will give you a breakdown of fees that make up the amount. The fees in BLUE are for permit 4, and the fees not highlighted are from permit 5.
4. If there is more than one Fee Amount Listed, and you only want to pay a portion of the Amount due, you can uncheck the box in the Pay column. You have to have at least one fee checked to continue.
5. Click the Pay Selected Fees button
6. Click the PROCEED TO SECURE PAYMENT PAGE button

Pay Fees				
	Permit Number	Address	Status	Balance
1	16 876373 000 00 ALRM	1003 ACORN COURT	Pre Application	\$50.00
2	16 876369 000 00 ALRM	312 109TH STREET	Pre Application	\$50.00
3	1557622 ALRM	200 E MAIN STREET	Pre Application	\$50.00
4	16 876357 000 00 API	Landmark at Ridgewood Preserve	Renewed	\$2,539.20
5	16 875881 000 00 API	Landmark at Ridgewood Preserve	Renewed	\$2,539.20
6	16 875833 000 00 HMBL	JEFF [REDACTED]	Active	\$500.00
7	16 875830 000 00 HMBL	JEFF [REDACTED]	Pending Payment	\$500.00
8	16 875829 000 00 HMBL	JEFF [REDACTED]	Active	\$500.00
9	1557074 ALRM	5302 HOLLY TRAIL	Pre Application	\$50.00
10	16 875778 000 00 HMBL	JEFF [REDACTED]	Active	\$450.00

Pay Selected

Fees			
Permit Number	Fee Description	Fee Amount	Pay
16 875881 000 00 API	Multi-Family Billing	\$1,269.60	<input checked="" type="checkbox"/>
16 876357 000 00 API	Multi-Family Billing	\$1,269.60	<input checked="" type="checkbox"/>
16 875881 000 00 API	Multi-Family Billing	\$1,269.60	<input checked="" type="checkbox"/>
16 876357 000 00 API	Multi-Family Billing	\$1,269.60	<input checked="" type="checkbox"/>

[Deselect All](#)

Pay Selected Fees

Payment Method

Total Amount to Pay: \$5,078.40

Payment Method: Credit Card

Return to previous page

Proceed to Secure Payment Page

GO TO PAGE WITHIN THIS DOCUMENT TITLED: SECURE PAYMENT and final steps



Secure Payment and Final Steps

Once you have clicked the "Proceed to Secure Payment Page", you will be redirected to a secure website to process your payment. You will need to enter all required information, and click the PAY NOW button within the payment details box.

Once you have successfully paid your fees, you will have an option to show the receipt or go back to the list of your permits.

Payment Details

Card Type *

Visa
 MasterCard
 Amex
 Discover

Card Number *

Expiration Date *

You have successfully made your payment

Your payment transaction was successful! Thank you.

Payment Number(s): 351354, 351355

Your Payment Receipt

Receipt 1 of 2

Next

Receipt Info

Receipt Number: 351354

Payment Date: 17-Mar-2016 16:37:27

Payer Information

Company/Facility Name: City of Arlington

Payment Made By: [REDACTED] JEFF

Phone Number: (817) 459-6736

Address: [REDACTED]

Permit Number: 16 875881 000 00 API

Folder Type: Annual Property Inspection

Folder Subtype: Apartments

Payment Method: VISA

Payment Received: \$2,539.20

Amount Applied: \$2,539.20

Cash Returned: \$0.00

Comments: AMANDA_AP,
 Authentication Code: 0XXXXX
 Paid By: JEFF [REDACTED]
 Card Type: Visa
 Paid By: xxxxxxxxxxxxxxx1111

Purchase Information			
Fee Code	Fee Description	Bill No.	Amount
30000	Multi-Family Billing	414894	\$1,269.60
30000	Multi-Family Billing	415412	\$1,269.60