

CITY OF PALM SPRINGS **INSTRUCTION SHEET** PAY INVOICES ONLINE

1. Visit:

a. <u>http://palmspringsca.gov/css</u>
2. On the top black tool bar select <u>Pay Invoices:</u>

		Home	Apply	Today's Inspections	Мар	Report Pay Invoices Gearch Q	Calendar 🧿							
	** California 2022 Codes Effective January 1, 2023													
3.	Insert invoice number in the search box (example: INV-00000386)													
							Login or Register							
Home Apply Today's Inspections Map Report Pay Invoices Search Q Calendar 💿														
Invoice Search Search for invoices using entire invoice number, including any prefixes or suffixes														
4.	CLICK SEA	ARCH												

5. Invoice will populate with breakdown of fees and total cost:

Invoice Number: INV-0	0000386						Pay Now	₿
Invoice Total: Status: Description:	\$488.00 Due NONE		Invoice Date:	04/04/2023		Due Date:	04/04/2023	
Primary Fees Misc Fees Primary Fees	Payments	Attachments Conta	acts				Sort Fee N	ame 🗸
Administrative Fee	Fee Total \$34.00	Amount Due \$34.00	Case I ICA-0	Number 100166-2023	Case Type Business License	Notes		
Fee Name Administrative Fee Building Department Certificate of Inspection	Fee Total \$34.00 \$120.00	Amount Due \$34.00 \$120.00	Case I ICA-0 ICA-0	Number 100166-2023 100166-2023	Case Type Business License Business License	Notes		
Fee Name Administrative Fee Building Department Certificate of Inspection Business License Fee	Fee Total \$34.00 \$120.00 \$133.00	Amount Due \$34.00 \$120.00 \$133.00	Case I ICA-0 ICA-0 ICA-0	Number 100166-2023 100166-2023 100166-2023	Case Type Business License Business License Business License License	Notes		
Fee Name Administrative Fee Building Department Certificate of Inspection Business License Fee Fire and Safety Inspection	Fee Total \$34.00 \$120.00 \$133.00 \$197.00	Amount Due \$34.00 \$120.00 \$133.00 \$197.00	Case I ICA-0 ICA-0 ICA-0 ICA-0	Number 00166-2023 00166-2023 00166-2023 00166-2023	Case Type Business License Business License Business License Business License Business License	Notes		
Fee Name Administrative Fee Building Department Certificate of Inspection Business License Fee Fire and Safety Inspection State Disability Access Fee (AB 1379)	Fee Total \$34.00 \$120.00 \$133.00 \$197.00 \$4.00	Amount Due \$34.00 \$120.00 \$133.00 \$197.00 \$4.00	Case I ICA-0 ICA-0 ICA-0 ICA-0	Number 100166-2023 100166-2023 100166-2023 100166-2023 100166-2023	Case Type Business License Business License Business License Business License Business License Business License	Notes		

6. Click <u>**Pay Now</u>** on the top right corner to process payment.</u>