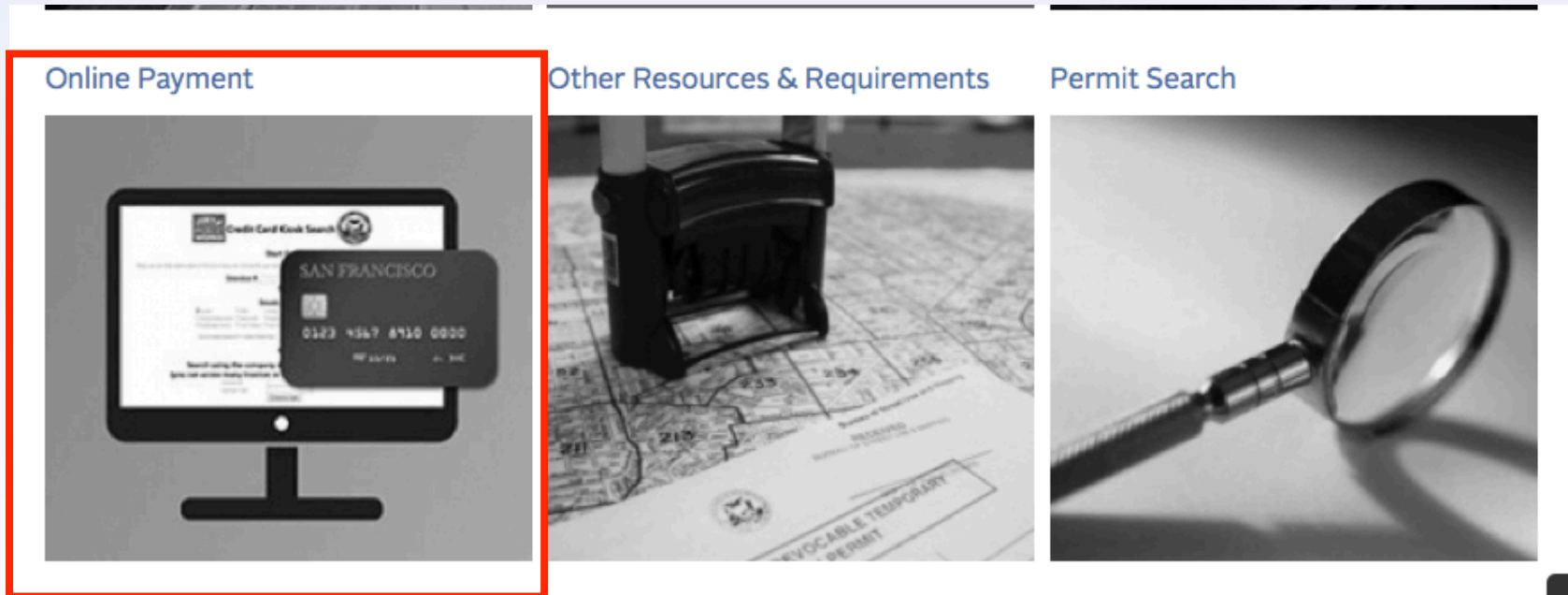


# Online Payment Procedure

1. Navigate to <https://www.sfpublicworks.org/services/permits>
2. Scroll to bottom of page and click the “Online Payment” link:



# Online Payment Procedure (cont'd)

3. At the next screen, enter the invoice number and click “Invoice Search” button (**do NOT hit the [Enter] key on your keyboard, which will cause a page error.**) You may also search by entering permit #/citation #, or search by customer ID and code, indicated below.

**Credit Card Kiosk Search**

[Start Over](#)

Please use one of the options below to find your invoice. You must pay for your invoice balance in full. You will need to confirm if its the right invoice on the confirmation page.

**Invoice #**

**OR**

**Invoice Types: - OR -**

Permit  SIRP  ASAP  Blight  AdminCitation  NOV  
 Annual Assessment  Newsracks  Mapping  Debris Box  Urban Forestry  Tree Permit  
 Landscape Permit  Tree Citation  Tow Away  Consultation  NSF

Invoice Name (permit # / Citation Reference)


**OR**

**Search using the company data provided on your invoice: - OR -**  
**(you can access many invoices or add a drawdown deposit this way)**

Customer ID   
Customer Code


# Online Payment Procedure (cont'd)

4. Verify information is correct on Credit Card Payment Data page and click the “Pay” button at bottom. (You will select payment type later.)



## Credit Card Payment Data

Your Co. Name Here



[Return to Previous Page](#)  
Please confirm this is the invoice you wish to pay.  
This page will timeout after 5 minutes of inactivity.

**Note:** Partial Payments via Credit Card are not allowed. If you are paying by check and credit card both, please pay by check first with the cashier at 1155 Market St 3rd Floor and then pay the balance by card online or at the kiosk located near the user must accept the Terms and Conditions located on the next screens prior to continuing to process a payment. The Terms and Conditions page is displayed prior to the Confirmation page and after the Credit Card Entry Page.

Invoice Balance	\$68.00
Credit Card Convenience Charge	\$2.00
To be charged by the credit card vendor	
<small>A convenience fee of 2.25% (minimum \$2.00) will be charged on all payment card transactions. Service fees are non-refundable</small>	
Total Amount to pay	<input type="text" value="\$70.00"/>


### PAY FOR INVOICE

Please Confirm Invoice Details and Pay

Invoice ID	289119
Created Date	3/19/2020 3:07:39 PM
Company Name	Pacific Gas & Electric
Reference	20EXC-01105
Description	<b>Your Co. Name Here</b>
Total	\$68.00
Balance	\$68.00
Due Date	3/19/2020
Status	Not Paid \$68.00

Details	Amount	CreditMemo	Amt Reduced By	Payment ID	De
boasurcharge	\$0.00		\$0.00		
consultation	\$0.00		\$0.00		
inspection	\$68.00		\$0.00		
Parking Plan Administrative	\$0.00		\$0.00		
Parking Plan Inspection	\$0.00		\$0.00		
Staging	\$0.00		\$0.00		
streetspace	\$0.00		\$0.00		
streetuse	\$0.00		\$0.00		
TowAway	\$0.00		\$0.00		

Pay



**Note:** You will be redirected to another web site to enter payment information.

[Return to Kiosk](#)



# Online Payment Procedure (cont'd)

5. Select payment method (e-check or credit/debit card,) complete billing/contact info, check "I'm not a robot" and click "Pay (\$amount)"

The screenshot displays the 'San Francisco Payment Portal' for the 'Department of Public Works'. It features a dark blue header with the logo and title. Below the header, there are two main sections: 'Payment Method' and 'Payment Summary'. The 'Payment Method' section has two radio buttons: 'Electronic Check' and 'Credit / Debit Card'. The 'Payment Summary' section shows a 'Total' of '\$68.00'. Below these is the 'Billing Information' section, which includes fields for Country (United States of America), Address, Address line 2 (optional), City, State (California), Zip Code, and Phone Number. The 'Contact Information' section includes fields for Email Address and Confirm Email, along with a reCAPTCHA 'I'm not a robot' checkbox. At the bottom, there are two buttons: 'Cancel' and 'Pay \$68.00'. A red arrow points to the 'Pay \$68.00' button.

**NOTE: If you have additional questions please contact [BSMPermitDivision@sfdpw.org](mailto:BSMPermitDivision@sfdpw.org)**

