



# Public Works Permitting: Online Payments

# Making Online Payments for Sewer Tap and Sewer Plug Permits:

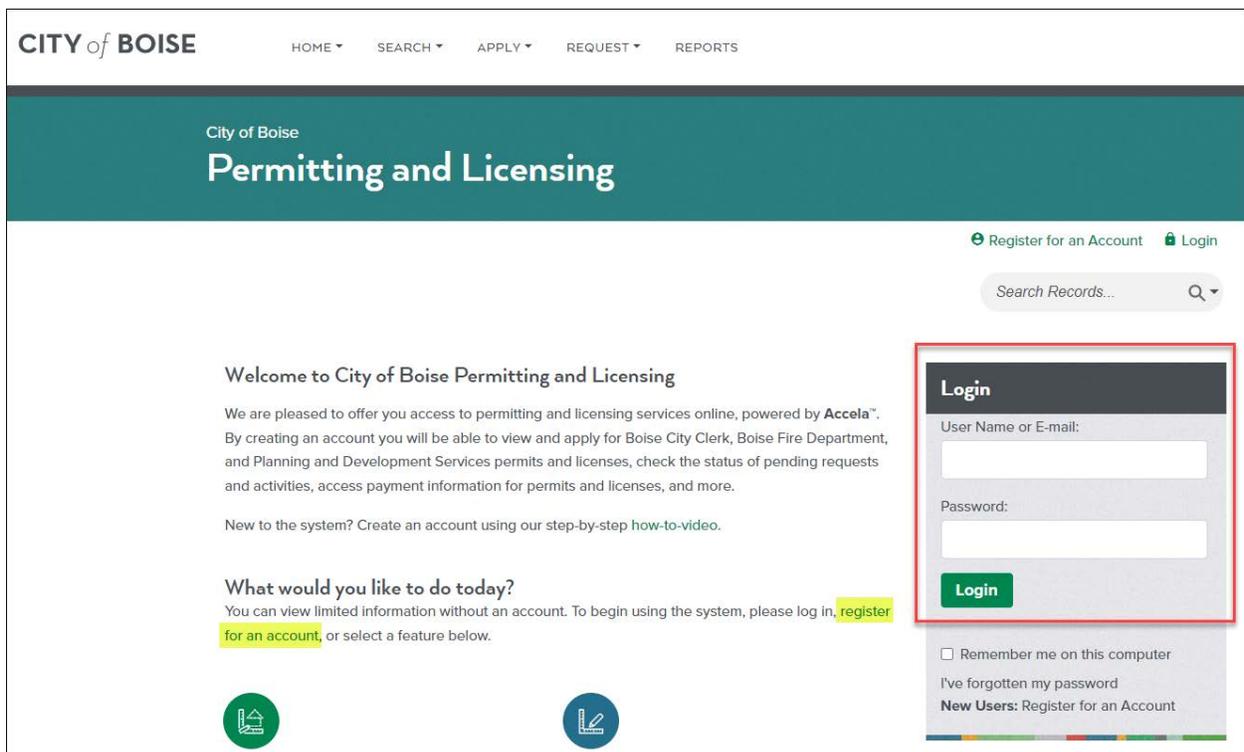
## Getting Started

To make a payment to your Sewer Tap Inspection or Sewer Plug Inspection permit you will need to have a valid and registered account, have completed a Sewer Tap Permit Application or Sewer Plug Permit Application, and received an email letting you know your fees are ready to be paid prior to following this Guide.

Navigate to the City of Boise Permitting and Licensing homepage below and login to your account.

<https://permits.cityofboise.org/CitizenAccess/Default.aspx>

Enter your **User Name or Email**, enter your **Password** then click on the green **Login** button.

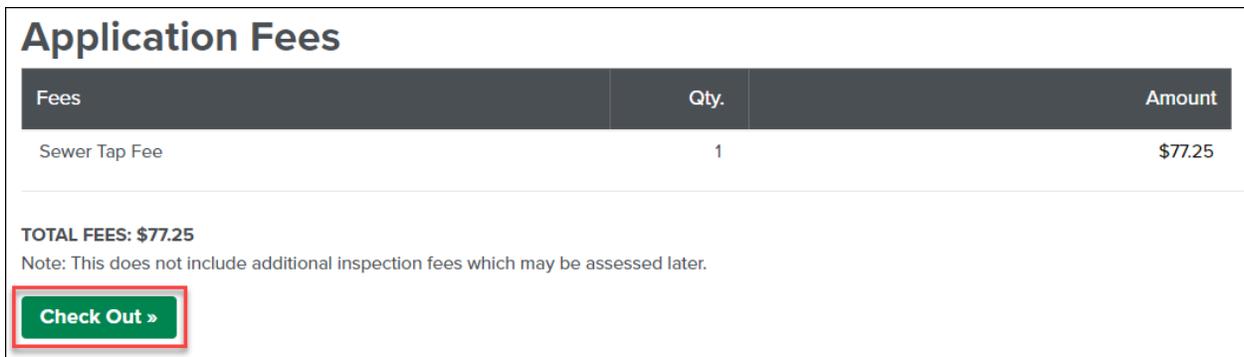


The screenshot shows the City of Boise Permitting and Licensing homepage. At the top, there is a navigation bar with the City of Boise logo and menu items: HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below the navigation bar is a teal header with the text "City of Boise Permitting and Licensing". On the right side of the header, there are links for "Register for an Account" and "Login", and a search bar labeled "Search Records...". The main content area features a "Welcome to City of Boise Permitting and Licensing" message, followed by a paragraph explaining the services and a link to "register for an account". Below this is a section titled "What would you like to do today?" with a link to "register for an account". At the bottom, there are two circular icons: a green one with a house and a blue one with a document. On the right side, there is a "Login" form with a red border, containing fields for "User Name or E-mail:" and "Password:", a green "Login" button, and a checkbox for "Remember me on this computer". Below the login form, there are links for "I've forgotten my password" and "New Users: Register for an Account".

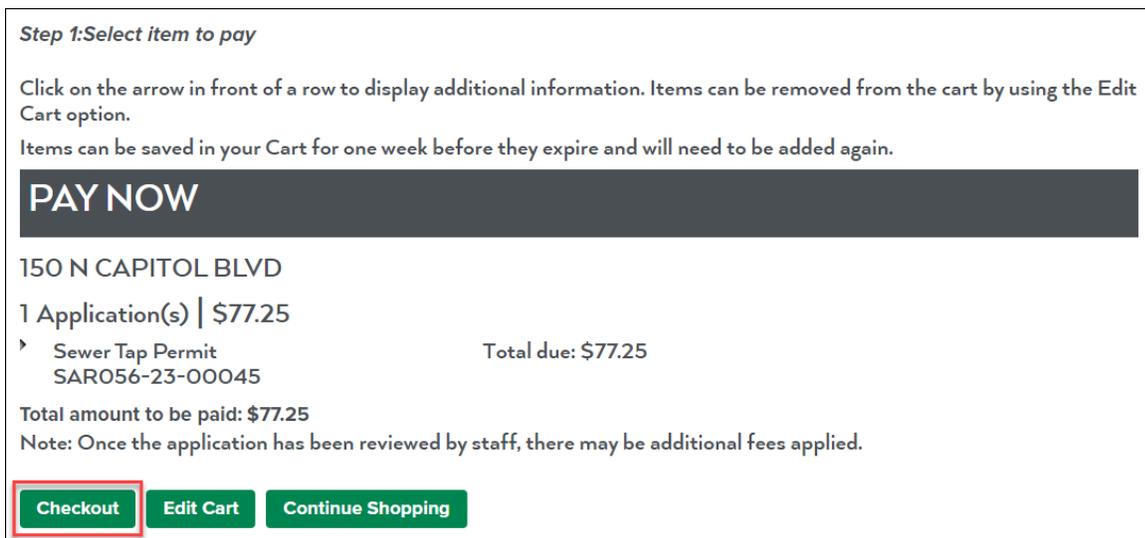
Now locate the record you are wanting to make a payment on by entering the record number (e.g. SAR056-2X-XXXXX) in the **Search Records** box then click on the  or pressing **Enter**.



From the **Application Fees** page click on the green **Check Out** button.



Review the **Cart** page contents then click on the green **Checkout** button.



# PAY WITH CREDIT CARD:

Select the **radio button** next to **Pay with Credit Card** then click on the green **Submit Payment** button.

### Payment Options

**Amount to be charged: \$77.25**

Pay with Credit Card  
 Pay with Bank Account

**Submit Payment**

On the **Process Payment** page fill out the billing information, select the **radio button** next to the card type then fill out the payment information. Finally, check the box next to **I accept the terms and conditions** and click on the **Process Payment** button to complete transaction.

### Process Payment

Alright, we've got your payment amount as below. If that looks right, please enter your payment information. If not, [click here to exit this process.](#)  
Payment Amount: \$77.25

Full Name (As it appears on your card or bank account)

Street Address

City

State

Zip

Please select your Payment method.

Card Number

Expiration Date  
 /

CVV Number [Example](#)

Please confirm your Total Amount and our Terms of Service.

I accept the terms and conditions.

**Process Payment**

# PAY WITH BANK ACCOUNT:

Select the **radio button** next to **Pay with Bank Account** then click on the green **Submit Payment** button.

### Payment Options

Amount to be charged: \$77.25

Pay with Credit Card

Pay with Bank Account

**Submit Payment**

On the **Process Payment** page first fill out the billing information.

#### Process Payment

Alright, we've got your payment amount as below. If that looks right, please enter your payment information. If not, [click here to exit this process.](#)

Payment Amount: 577.25

Full Name (As it appears on your card or bank account)

John Q Public

Street Address

000 W. Main St.

City

Boise

State

Idaho

Zip

83702

Please select your Payment method.

eCheck

Next, select the appropriate **radio buttons** next to the bank account type then fill out the Routing Number and Account Number as show below.

The screenshot shows a payment form with the following details:

- Account Type:  Checking,  Savings,  Consumer,  Business
- Payee: John Q Public, 000 W. Main St., Boise, ID, 83702
- DATE: 12/13/2023
- AMOUNT: \$ 77.25
- ORDER OF: The City of Boise
- Text: Seventy Seven Dollars and Twenty Five Cents DOLLARS
- Routing Number:  (highlighted in red)
- Account Number:  (highlighted in red)
- Confirm Account Number:

Finally, check the box next to **I accept the terms and conditions** and click on the **Process Payment** button to complete transaction.

The screenshot shows the final confirmation step:

- Text: Please confirm your Total Amount and our Terms of Service.
- Checkbox:  I accept the terms and conditions.
- Button: Process Payment (indicated by a red arrow)

**Congratulations, your payment has been successfully processed.**

The screenshot shows the receipt confirmation page with the following content:

- Section: **Step 3: Receipt and Confirmation**
- Section: **Receipt**
- Text: Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records.
- Buttons: [Print/View Receipt](#), [View Receipt](#), [Copy Record](#)
- Address: **150 N CAPITOL BLVD**
- Record Number: SAR056-23-00045
- Buttons: [Print/View Receipt](#)