PAY FEES

Go to Citizen Portal

1. Logging in is recommended because it will assure that any payment you make is for a record attached to your account. After logging in, click My Records in the ribbon under the tab menu.

2. Your records may be hidden within modules that are collapsed by default. To reveal the records within each module, simply click the arrow to the left of the module name.

3. Once the application has been reviewed and fees have been invoiced, its status will change. Click Pay Fees Due under the Action column.
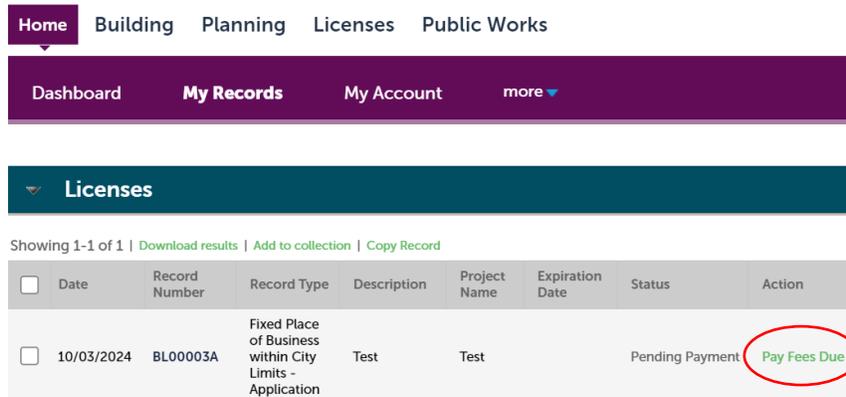
4. The next screen will provide a breakdown of the fees that you will need to pay. When you have reviewed the fees, click Continue Application .

5. The next screen will provide you with options to make your payment. When you have selected your payment method, click Submit Payment .

6. Provide your payment details then click `Next`. Provide your billing details –your email address is required so that a receipt can be sent to you– then click `Next`. Review the information provided along with the amount you will be charged. Once you have finished reviewing, click `Authorize`.

7. Your payment will be processed and an email will be sent from noreply@forte.net to the email address you provided in the billing information. The email will provide a form of receipt and a summary of the total paid amount and the method of payment.

Alternative

In the Citizen Portal, you do not need to login to pay fees. If you do not wish to login, search for the record with a property search or record search. You will need to know the exact record number or address of record to access the record. However, when you log in, you can be assured that any payment you make is for a record under your account. When you find the record which you would like to make a payment on, start on Step 3 above by clicking Pay Fees Due under the Action column.

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