How to Make a Payment by Searching Application Reference

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1. https://css.algonquin.org

2. **Log In** to your account.

3. Click **Permits and Inspections**.

4. Enter **Application reference number (permit number)** > click **Search**.

5. In this example, there are two **Applications** that have been found. Click **Details** on the application which has the amount **Due** that you want to pay.

Location / Subdivision	Owner/Contractor	Parcel	Status	Reference	Fees	Due	
Applications (2 found)							
RESIDENT, ALGONQUIN	RESIDENT, ALGONQUIN	99- 99-999-999	ACTIVE	52803	$40.00	$40.00	Details
RESIDENT, ALGONQUIN	RESIDENT, ALGONQUIN	99- 99-999-999	ACTIVE	52804	$40.00	$40.00	Details

6. Click **Pay**.

Permits (1 found)

	Permit Type	Status	Total Fees	Balance Due		
☑ Pay	DRIVE RES	REVIEWING	$40.00	$40.00	Details	Alert

Inspections (2 found)

	Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due	
☐ Pay	DRIVE FINAL	RESIDENT, ALGONQUIN			$0.00	$0.00	Details | Alert
☐ Pay	DRIVE PREPOUR	RESIDENT, ALGONQUIN			$0.00	$0.00	Details | Alert

Pay

select Permits/Inspections you would like to pay now, then click "Pay"

7. Enter your credit card's billing address. Then click **Continue**.

Pay Bills

Billing Address

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name *	Algonquin
Last name *	Resident
Address line 1 *	2200 Harnish Drive
Address line 2	
City *	Algonquin
State * two letter abbreviation	IL
Zip code *	60102
Contact phone number * (xxx)xxx-xxxx	(847)658-2700
E-Mail * for your e-mail confirmation	email@algonquin.org

☐ Remember these values

Continue   Cancel

8. Enter your email address and click **Next Step: Add Payment Method**.

Make A Payment – Payment Information – Village of Algonquin

🛒 Cart Information   💳 Payment Information

💳 Billing Contact Information

Email*   email@example.com

Next Step: Add Payment Method ⦿

🛒 Shopping Cart   🌐

Community Development	$40.00
Subtotal	$40.00

✖ Cancel Transaction

9. Enter your credit card information and click **Next Step: Review Payment**.

Make A Payment - Payment Information - Village of Algonquin

🛒 Cart Information	💳 Payment Information

🛒 Payment Information

Please select your Payment Method

◉ Credit Card   VISA MasterCard DISCOVER AMERICAN EXPRESS

Name on Card	Algonquin Resident
Card Number	1111111111111111
Expiration Month	11
Expiration Year	1111
Security Code	111
Card Postal Code	111111
Amount Due	$ 40.00
Payment	$ 40 . 00

◀◀ Back to Payment Information   Next Step: Review Payment ▶

🛒 Shopping Cart ⊕

Community Development	$40.00
Subtotal	$40.00

✖ Cancel Transaction

10. Review the payment and click **Make Payment**.

11. The payment receipt will display. You may email or print your receipt.