

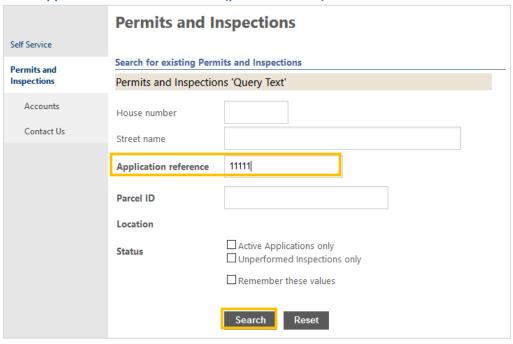
How to Make a Payment by Searching Application Reference

Revision 05/13/2021

- 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.



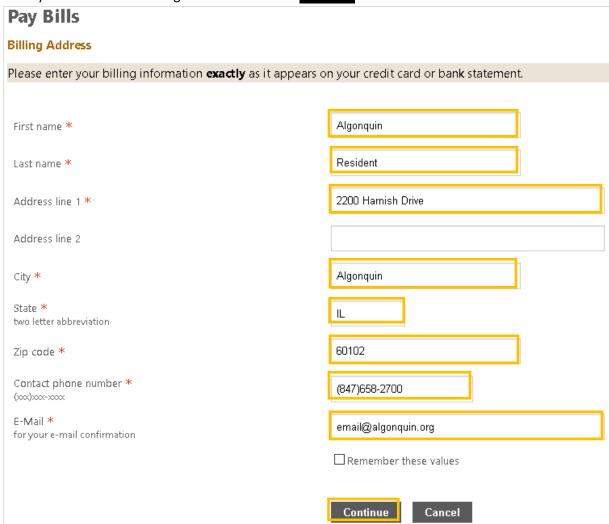
5. In this example, there are two **Applications** that have been found. Click **Details** on the application which has the amount **Due** that you want to pay.

Applications (2 found)									
Location / Subdivision	Owner/Contractor	Parcel	Status	Reference	Fees	Due			
RESIDENT, ALGONQUIN	RESIDENT, ALGONQUIN	99- 99-999-999	ACTIVE	52803	\$40.00	\$40.00	Details		
RESIDENT, ALGONQUIN	RESIDENT, ALGONQUIN	99- 99-999-999	ACTIVE	528 0 4	\$40.00	\$40.00	Details		

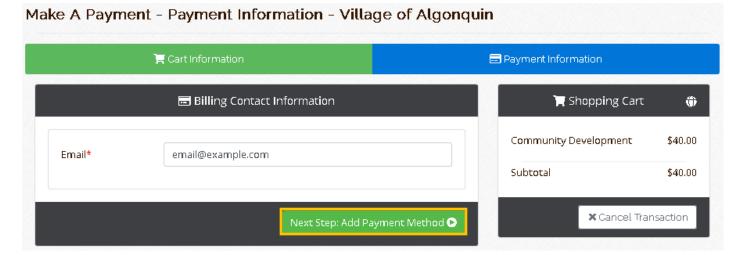
6. Click Pay.

Permit Type			Taket Face	Delever 1	No. of the last of	
	Status		Total Fees	Balance I	Jue	
DRIVE RES	REVIEWING		\$40.00	\$4	0.00 Details	Alert
ns (2 found)						
Inspection Type	Owner/Contractor S	Scheduled	Result	Fee	Balance Du	e
DRIVE FINAL	RESIDENT, ALGONQUIN	N		\$0.00	\$0.0	O Details Alert
DRIVE PREPOUR	RESIDENT, ALGONQUII	N		\$0.00	\$0.0	O Details Alert
						Pay
	Inspection Type DRIVE FINAL DRIVE	Inspection Type Owner/Contractor DRIVE FINAL RESIDENT, ALGONQUI DRIVE RESIDENT, ALGONOUI	Inspection Type Owner/Contractor Scheduled DRIVE FINAL RESIDENT, ALGONQUIN DRIVE PREPOUR RESIDENT, ALGONQUIN	Inspection Type Owner/Contractor Scheduled Result DRIVE FINAL RESIDENT, ALGONQUIN DRIVE PREPOUR RESIDENT, ALGONQUIN	Inspection Type Owner/Contractor Scheduled Result Fee DRIVE FINAL RESIDENT, ALGONQUIN \$0.00 DRIVE PREPOUR RESIDENT, ALGONQUIN \$0.00	Inspection Type Owner/Contractor Scheduled Result Fee Balance Du DRIVE FINAL RESIDENT, ALGONQUIN \$0.00 \$0.00 DRIVE RESIDENT, ALGONQUIN \$0.00 \$0.00

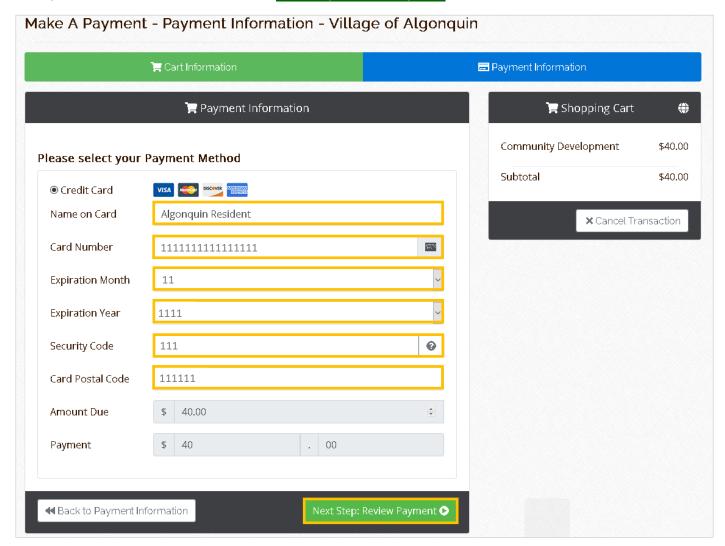
7. Enter your credit card's billing address. Then click Continue.



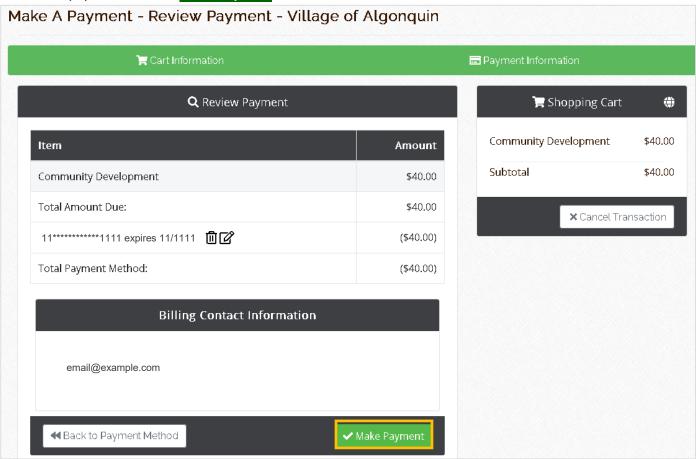
8. Enter your email address and click Next Step: Add Payment Method.



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



10. Review the payment and click Make Payment.



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

