



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**.

THE VILLAGE OF ALGONQUIN ILLINOIS

Resources CDDUSER

Welcome to Self Service

Self Service

Permits and Inspections

Announcements

Welcome to Algonquin Self Service. To learn more about our portal, please click the **Resources** button (located on the top right corner) to access documents and links.

Click **Permits and Inspections** on the left side to begin.

Profile Information

Profile information not found.

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

Permits and Inspections

Search for existing Permits and Inspections

Permits and Inspections 'Query Text'

House number

Street name

Application reference 11111

Parcel ID

Location

Status

☐ Active Applications only

☐ Unperformed Inspections only

☐ Remember these values

Search **Reset**

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	52804	\$40.00	\$40.00 Details

6. Click **Pay**.

Permits (1 found)						
<input checked="" type="checkbox"/>	Permit Type	Status	Total Fees	Balance Due		
<input checked="" type="checkbox"/> Pay	DRIVE RES	REVIEWING	\$40.00	\$40.00	Details	Alert

Inspections (2 found)						
<input type="checkbox"/>	Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due
<input type="checkbox"/> Pay	DRIVE FINAL	RESIDENT, ALGONQUIN			\$0.00	\$0.00 Details Alert
<input type="checkbox"/> 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 *	<input type="text" value="Algonquin"/>
Last name *	<input type="text" value="Resident"/>
Address line 1 *	<input type="text" value="2200 Hamish Drive"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="Algonquin"/>
State * two letter abbreviation	<input type="text" value="IL"/>
Zip code *	<input type="text" value="60102"/>
Contact phone number * (xxx)xxx-xxxx	<input type="text" value="(847)658-2700"/>
E-Mail * for your e-mail confirmation	<input type="text" value="email@algonquin.org"/>

☐ Remember these values

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

Make A Payment - Payment Information - Village of Algonquin

Cart Information	Payment Information				
<div>Billing Contact Information</div> <div>Email* <input type="text" value="email@example.com"/></div> <div><input type="button" value="Next Step: Add Payment Method"/></div>	<div>Shopping Cart</div> <table><tr><td>Community Development</td><td>\$40.00</td></tr><tr><td>Subtotal</td><td>\$40.00</td></tr></table> <div><input type="button" value="Cancel Transaction"/></div>	Community Development	\$40.00	Subtotal	\$40.00
Community Development	\$40.00				
Subtotal	\$40.00				

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



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

Shopping Cart

Community Development	\$40.00
Subtotal	\$40.00

Cancel Transaction

Back to Payment Information

Next Step: Review Payment



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

Make A Payment - Review Payment - Village of Algonquin

Cart Information

Payment Information

Review Payment

Item	Amount
Community Development	\$40.00
Total Amount Due:	\$40.00
11*****1111 expires 11/1111  	(\$40.00)
Total Payment Method:	(\$40.00)

Billing Contact Information

email@example.com

Back to Payment Method

Make Payment

Shopping Cart

Community Development	\$40.00
Subtotal	\$40.00

Cancel Transaction

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

Make A Payment - Receipt - Village of Algonquin

Thank You for Your Payment

Approved





9/17/2020 4:12 PM Central Standard Time

Customer Name Algonquin Resident

Effective Date

9/17/2020

Approved 20000009

Print Receipt

Email

Resend Email

Go back to Edit Payment Information

Item	Amount
Community Development	\$40.00
Subtotal:	\$40.00
Total Charged to: AMEX 34 **** 6507 09/21	\$40.00
Total Amount Paid:	\$40.00