## Pay Fees On-line in Accela Citizen Access

Step 1: Go into <u>Accela Citizen Access</u> (login not required)

Step 2: Search the SU24-XXXXX number in the Search field. Go down to Payments and select Fees from the drop-down list.

• Same applies if you are paying for a PC, BN, MP or FM permit.

		Register for an Account Reports (1) 🛩 Login
		su24-00606
	The Development Services Department will be m August 19, 2024. The new address will be 100 Fo Texas 76102. (El Departamento de Servicios de Desarrollo se trasi Ayuntamiento el 19 de agosto del 2024. La nueva d Home Development Fire Gas Well P	Inving to the new City Hall on Int Worth Trail, Fort Worth, Iadará al Nuevo Edificio del Irrección será 100 Fort Worth Ilanning Street Use Infrastructure more v
	Search Applications Schedule an Insp Record SU24-00606: Street Use Other	ection
	Record Status: Approved	
	Record Info V Payments	Custom Component
	Work Location Trust Account Information	]
	Record Details	
	Applicant: 	Project Description: -B-Weiss Entertainment Group - Henderson at Pancher Island -Tomporary Street Use Permit for one Right Lane Closure in the -Northbound Lane of Henderson for a public event on Pancher -Island. Approved deteckimes: 00/31/2024 at 6:00 DH to -00/01/2024 at 1:00 AH.
Step 3: Click on Pay	Fees	
	Outstanding: Date Invoice Number 10/30/2024 1923776 Total outstanding fees: \$112.50	Amount \$112.50 Pay Fees

Step 4: Under Application Fees, it will display the amount owed. Click on Continue Application

**Continue Application »** 

s based upon the information you've entered. Some fees are base ere applicable. The following screen will display your total fees.	ad on the quantity of work	k items installe
	Qty.	Amount
	1	\$112.50
	s based upon the information you've entered. Some fees are base are applicable. The following screen will display your total fees.	s based upon the information you've entered. Some fees are based on the quantity of wor are applicable. The following screen will display your total fees. Oty. 1

## Step 5: Under Payment Options, select Credit Card, then click Authorize Payment Options

For Checks:	
By entering my routing and account number and clicking "Authorize," I authoriz	e my payment in the amount indicated above to be processed as an
electronic funds transfer (EFT) or draft drawn from my checking or savings acco	unt as identified above and, if necessary, electronic credits to my account
to correct erroneous debits. I understand that my payment will be processed with	thin 1 - 2 banking days. If the payment returns unpaid, I authorize you or
your service provider to collect the payment by EFT(s) or draft(s) drawn from my	account. I understand that this authorization will remain in full force and
effect until I notify you that I wish to revoke it by calling 817-392-2222 and allow	v you reasonable opportunity to act on my notice.
If you have an ACH BLOCK with your financial institution you need to so that your ACH/Check transaction can be processed.	o provide this number <b>9044048155</b> to your financial institution
PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS. ALTERNATIVELY, CO	ONTACT US AT [(817) 392-2222] TO LEARN HOW YOU CAN OBTAIN A
COPY.	
Amount to be charged: \$112.50	
Pay with Credit Card	
O Pay with Bank Account	
Authorize »	

Step 6: A new window will open, provide all details and click Pay \$112.50

Personal Det	ails		
Email			
Payment me	thod		
New Card Acco	unt		•
Card Number		CVV	Exp. Date
anonymous			
Save accour	t for future use		
Billing Addre	ess		
Address Line 1			
City	State	∽ <mark>Z</mark> i	p Code

**Step 7:** Send a *Notification Email* to <u>zz TPWROWMPermits@fortworthtexas.gov</u> and list the permit number in the *Subject Line* of the email.

• They will confirm payment has been made, *Issue* the permit and send a copy of the permit face from *Accela Citizen Access* to the designated email address(s) entered in the contacts section during submittal.

## **FINISHED**