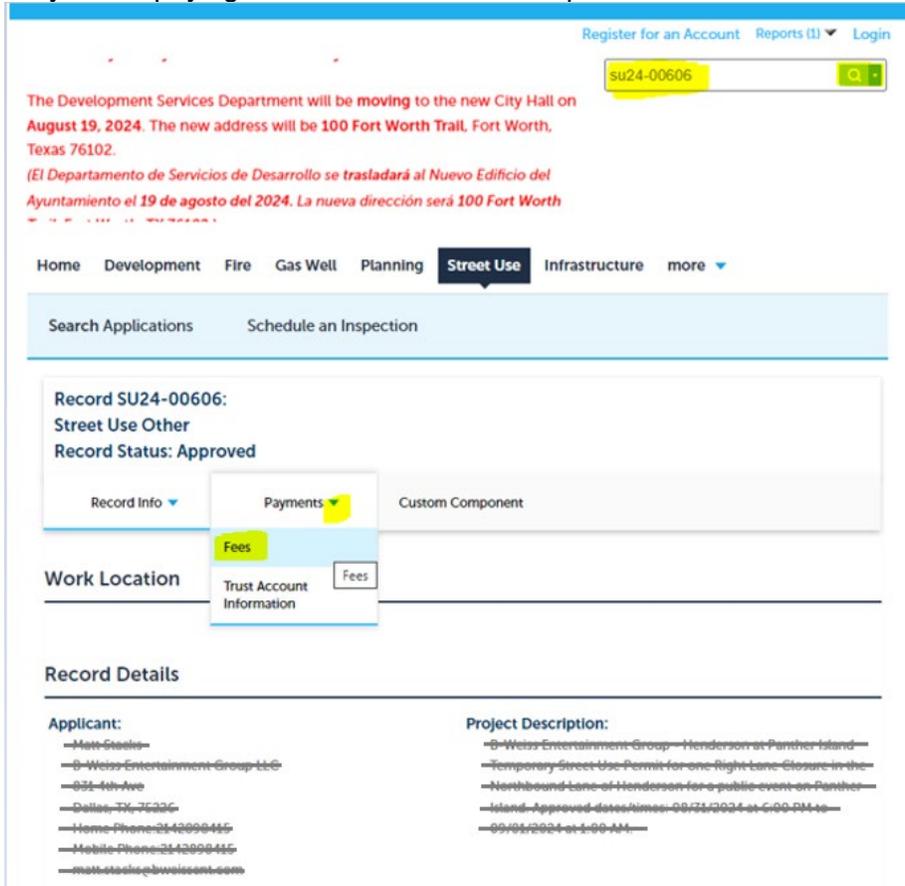


Pay Fees On-line in Accela Citizen Access

Step 1: Go into [Accela Citizen Access](#) (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.

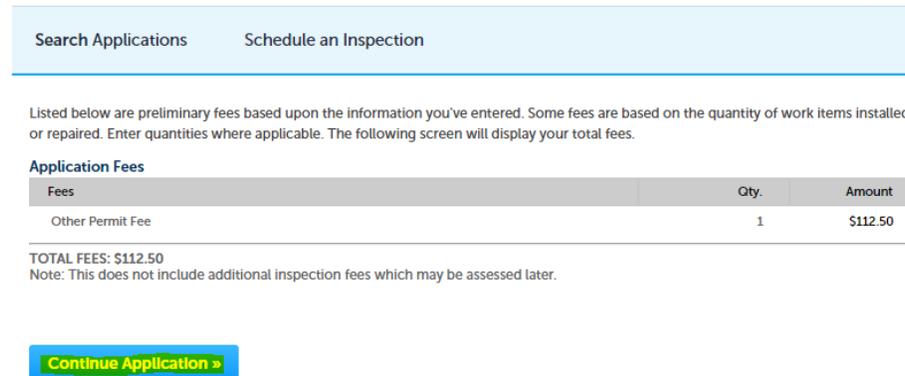
- Same applies if you are paying for a **PC, BN, MP** or **FM** permit.



Step 3: Click on **Pay Fees**



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



Pay Fees On-line in Accela Citizen Access

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

For Checks:
By entering my routing and account number and clicking "Authorize," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as identified above and, if necessary, electronic credits to my account to correct erroneous debits. I understand that my payment will be processed within 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 you reasonable opportunity to act on my notice.

If you have an ACH BLOCK with your financial institution you need to provide this number 9044048155 to your financial institution so that your ACH/Check transaction can be processed.

PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS. ALTERNATIVELY, CONTACT US AT [(817) 392-2222] TO LEARN HOW YOU CAN OBTAIN A COPY.

Amount to be charged: \$112.50

Pay with Credit Card
 Pay with Bank Account

Authorize »

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

Fort Worth

Personal Details
Email

Payment method
New Card Account
Card Number CVV Exp. Date
anonymous
 Save account for future use

Billing Address
Address Line 1
City State Zip Code

PAY \$112.50

Step 7: Send a *Notification Email* to zz_TPWROWMPermits@fortworthtexas.gov 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