

How to make a payment on the Inyocounty.us website

#### **Click on Online Payments**



Click on "All Other Payments"

### Click on "Make a one-time payment"

|   | One-Time Payment  |                                   |
|---|---|-----------------------------------|
| Make a one-t<br>an account. (<br>will be redire<br>can make a p | ime payment without creating<br>Iick the button below and you<br>cted to the page where you<br>payment. |                                   |
| Make a  | one-time payment 📀  |                                   |
|   |   |                                   |
|   | Add Payment Items   |                                   |
|   | <b>H</b> , Add i dymene icenis  |                                   |
| Payment Category  | Environmental Health  | ~                                 |
| Payment Type  | Please select a Payment Type  | v                                 |
|   |   |                                   |
|   | Add Item  | Add Item and Checkout             |
|   |   |                                   |
|   | Next St   | tep: Payment Information <b>D</b> |

# **Choose Category "Environmental Health"**

Choose Payment Type "choose the type you need to pay on" any questions please call our department 760-878-0238.

Fill out the "Add Payment Items"

Make sure you know the amount you need to pay.

Under permit number place an invoice # or event information or address of site or name of business.

Some "Add Payment Items" information page do not have the Permit Number box and if you do not see on, please place the business name next to your name.

| 🐂 Add Payment Items              |                            |  | 🏋 Shopping Cart 🛛 🌐 |          |                      |
|----------------------------------|----------------------------|--|---------------------|----------|----------------------|
| Payment Category                 | Environmental Health       | î j  | ~                   | Subtotal | \$0.00               |
| Payment Type                     | Food Permits               |  | ~                   |          | × Cancel Transaction |
| Please enter the follow          | ing information to identif | y the payment:   |                     |          |                      |
| Full Name*                       |                            |  |                     |          |                      |
| Physical Address*                |                            |  |                     |          |                      |
| City*                            |                            |  |                     |          |                      |
| State*                           |                            |  |                     |          |                      |
| Zip Code*                        |                            |  |                     |          |                      |
| Telephone<br>Number*             |                            |  |                     |          |                      |
| Permit Number (if<br>applicable) |                            |  |                     |          |                      |
| Payment                          |                            |  |                     |          |                      |
| Payment Amount                   | \$ 0                       | . 00   |                     |          |                      |
|                                  | (                          | Add Item     Add Item     Add Item     Add Item     Add     Item     Item | n and Checkout      |          |                      |

Click on "Add Item" if you have more than one Invoice to pay example: Food and CUPA. Just change the payment type category for the next amount you need to place in the cart.

Fill in your name, address, phone number and amount. The example below would be for a Septic Permit Application (physical address of septic site next to full name if different) Do the same for well\boring permit application.

|                         | 📜 Add Payment Items                       |  |  |
|-------------------------|---|--|--|
|                         |   |  |  |
| Payment Category        | Environmental Health 🗸                    |  |  |
| Payment Type            | Septic Permit Application                 |  |  |
| Please enter the follow | ving information to identify the payment: |  |  |
| Full Name*              | John Smith (567 Line Street)              |  |  |
| Physical Address*       | 1234 ABC Street                           |  |  |
| City*                   | Bishop                                    |  |  |
| State*                  | CA  |  |  |
| Zip Code*               | 93514                                     |  |  |
| Telephone               | 760 123 4567                              |  |  |
| Payment                 |   |  |  |
| Payment Amount          | \$ 123 . 00                               |  |  |
|                         |   |  |  |
|                         | • Add Item • Add Item and Checkout        |  |  |
|                         | Add terr and enectour                     |  |  |
|                         | Next Step: Payment Information 🔊          |  |  |

Ready to move ahead.....Click on "Add item and Checkout"

### Go to Next Step: Payment Information

| 📜 Cart Information |                                  | Payment Information  |  |  |
|--------------------|----------------------------------|--|--|--|
|                    | 🏹 Add Payment Items              | 🏹 Shopping Cart 🛛 🌐  |  |  |
| Payment Category   | Please select a Payment Category | <ul> <li>Septic Permit Application          \$123.00         John Smith (567 Line Street) - 1234 ABC Street -<br/>Bishop - CA - 93514 - 760 123 4567     </li> </ul> |  |  |
| Payment Type       | Please select a Payment Type     | Subtotal \$123.00<br>Projected Card Fee \$3.02   |  |  |

Select Collection Mode: POS Manual

### Click "I'm not a robot"

| 🐂 Payment Information  |                                   |             |
|--|-----------------------------------|-------------|
|  | Shopping Cart                     | ۲           |
| How would you like to pay?                                       | itic Permit Application 🔟         | \$123.00    |
| Collection Mode Please select a Collection Mode v                | ishop - CA - 93514 - 760 123 4567 | sc street - |
| No Payment Matheds for the chosen Line Items and Collection Mede | ototal                            | \$123.00    |
| Proj   | jected Card Fee                   | \$3.02      |
| Proj   | jected eCheck Fee                 | \$0.50      |
| reCAPTCHA<br>Privacy-Tama  | × Cancel Tran                     | nsaction    |

### Choose POS Manual to put the Credit Card or Debit Card in Manually

# Click Next Step: Review Payment

| Represent Inform           | nation   |   | 🏹 Shoppi  | ng Cart 🛛 🌐            |
|----------------------------|--|---|---|------------------------|
| ay?                        |  |   | Septic Permit Applica<br>John Smith (567 Line Str<br>Bishon - CA - 93514 - 76   | tion 1234 ABC Street - |
| OS (manual)                |  | ~   |   |                        |
| ase select a Collection Mo | de.  |   | Subtotal  | \$123.00               |
|                            |  |   | ×   | Cancel Transaction     |
|                            |  |   | -   |                        |
|                            |  |   |   |                        |
| 06                         |  | ~   |   |                        |
| 2023                       |  | ~   |   |                        |
|                            |  | 0   |   |                        |
|                            |  |   |   |                        |
| \$ 123.00                  |  |   |   |                        |
| \$ 123                     | . 00   |   |   |                        |
|                            | y?         DS (manual)         se select a Collection Mo         a       a         a       a         a       a         b       a         b       a         b       a         b       a         c | y?         DS (manual)         se select a Collection Mode.         a)       a.         b)       a.         c)         c) | y?         DS (manual)       ✓         se select a Collection Mode.         Image: Ima | y?                     |

Please call if you need any help 760-878-0238