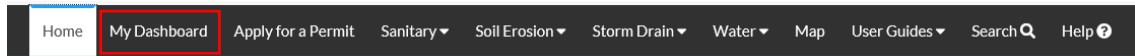


Citizen Self-Service Portal User Guide

MAKING A PAYMENT

- Click on **My Dashboard** from the top menu bar



- Navigate to your My Invoices dashboard and click **View My Invoices**

My Invoices

Current 9	\$9,502.00	Add To Cart
Past Due 0	\$0.00	Add To Cart
Total 9	\$9,502.00	Add To Cart

- [View My Invoices](#)

- Select one or more invoices by clicking the check box on the right-hand side or click **Select All** to select all invoices.

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-00001147	\$1.00	Due	000304-2020-CO	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>
INV-00001148	\$1.00	Due	0014-2020	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>
INV-00001150	\$250.00	Due	0014-2020	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>
INV-00001145	\$250.00	Partial Payment	0016-2020	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>
INV-00001153	\$250.00	Due	0014-2020	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>
INV-00001151	\$250.00	Due	0014-2020	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>
INV-00001149	\$500.00	Due	0014-2020	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>
INV-00001152	\$500.00	Due	0014-2020	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>
INV-00001146	\$7,500.00	Invoiced	0016-2020	54 Wellesley Dr Pleasant Ridge, MI 48069	<input type="checkbox"/>

Results per page: 10 1 - 9 of 9 << < 1 > >>

[Add To Cart](#)

- Click **Add to Cart**.
- Review list of selected invoices and click **Check Out**

Citizen Self-Service Portal User Guide

Shopping Cart

Total **\$500.00**

[Check Out](#)

Invoice: INV-00001153
Due Date: 08/09/2020

Description: NONE
Billing: Sundwall, Dave
Contact:

\$250.00

[Remove](#)

[Top | Main Menu](#)

Case Number	Project	Case Address	Amount Due
0014-2020		54 Wellesley Dr Pleasant Ridge MI 48069	\$250.00

Invoice: INV-00001151
Due Date: 08/09/2020

Description: NONE
Billing: Sundwall, Dave
Contact:

\$250.00

[Remove](#)

[Top | Main Menu](#)

Case Number	Project	Case Address	Amount Due
0014-2020		54 Wellesley Dr Pleasant Ridge MI 48069	\$250.00

Total **\$500.00**

[Check Out](#) **5**

6. Enter in payment information and click **Pay Now**.



THIS SITE IS CURRENTLY IN DEMO MODE

Oakland County, MI
Order Number: 12
Monday, June 29, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00001153	NONE	1	\$250.00	\$250.00
INV-00001151	NONE	1	\$250.00	\$250.00
Item Total:				\$500.00
Order Total:				\$500.00

Payment Details

*all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Card Number

Expiration Date

CVV Code

[Pay Now - \\$500.00](#)
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