

Customer Portal Series

How To: Pay of Fees

There are two ways to pay fees online.

- 1) Pay fees at the end of the permit application and submit the permit.
- 2) Pay fees for one or more SAVED permits at a time.

This 'How To' document addresses method #2

Fees on the customer portal must be made as "payment in full for a permit", as no partial payments can be accepted online. If other payment methods are required, they must be done in person at a customer service center.

Payment of Fees from A Customer Portal Draft Permit

STEP 1: Select the Pay option on the Menu Tool Bar.

You will see all permits with a balance owing.

STEP 2: Select one or multiple permits from the list and click the **Pay Selected** button.

The screenshot shows the Halifax Customer Portal interface. At the top, the Halifax logo is on the left, and a navigation bar contains 'Home', 'Search', 'Pay', 'My Payments', 'Profile', and 'Sign Out'. The 'Pay' button is highlighted with a red box. Below the navigation bar, the 'Outstanding Fees' section is displayed. It features a table with columns: Select, Type, File Number, Site Address, Description, Status, Created Date, and Outstanding Balance. Three permits are listed, each with a checkbox in the 'Select' column highlighted by a red box. A 'Pay Selected' button is located at the bottom left of the table area.

Select	Type	File Number	Site Address	Description	Status	Created Date	Outstanding Balance
<input type="checkbox"/>	Deck	GP-2020-00557	104 RANKIN DR, LOWER SACKVILLE, NS B4C3A6	Commercial - Deck - build deck	Draft	Sep 24, 2020	\$98.95
<input type="checkbox"/>	Right of Way	GP-2020-00532	IRVING AVE Left From:2 Left To: 20, Right From: 1 Right To: 19	Residential - Right of Way - testing change the Segment	In Review	Sep 9, 2020	\$6,198.00
<input type="checkbox"/>	Right of Way	GP-2020-00033	IRVING AVE Left From:2 Left To: 20, Right From: 1 Right To: 19	Commercial - Right of Way - annual NSP	In Review	Jun 8, 2020	\$798.00
Total:							\$7,094.95

Pay Selected

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STEP 3: From the Check Out page, complete the required fields and click checkout.

Checkout

Contact information

First Name

Last Name

Email

Phone Number

Shipping Information






Address Line 1

Address Line 2 (optional)

City

Country Province Postal Code

Credit Card

Pay Fees

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Cardholder Name

Card Number MMY CW

Billing Address

Same as shipping address

Order Summary

Total	\$98.95
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