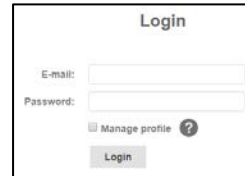


How To: Fee Payment

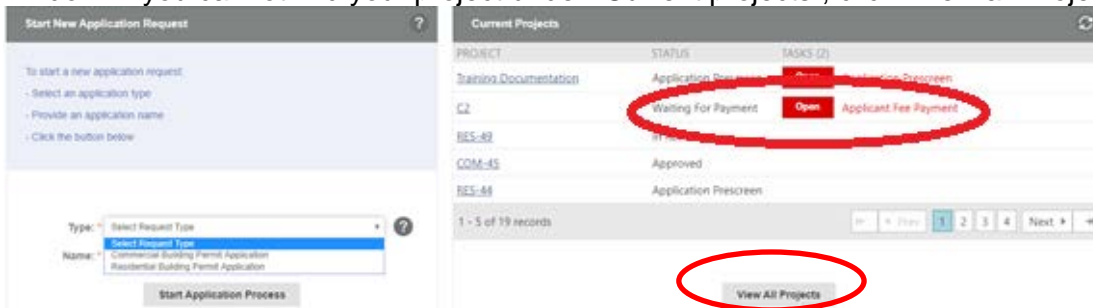
You can only pay the application when you have been assigned the Fee Payment task. You will receive an e-mail titled “Fee Payment Required” when this task is assigned to you. If you have not yet been assigned the task, you cannot make a payment.

Step 1. Navigate to [online permit portal](https://eplansmansfieldtx.avolvecloud.com/Portal/) URL:
<https://eplansmansfieldtx.avolvecloud.com/Portal/>

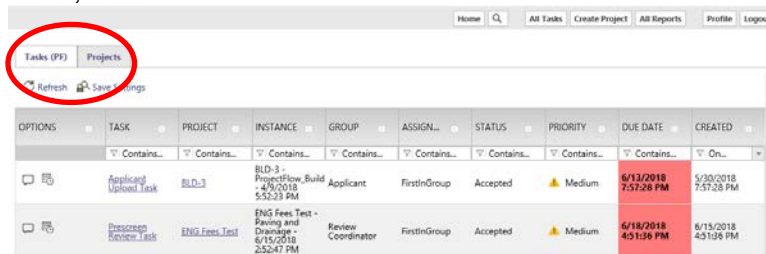


Step 2. Log to your ePlans account

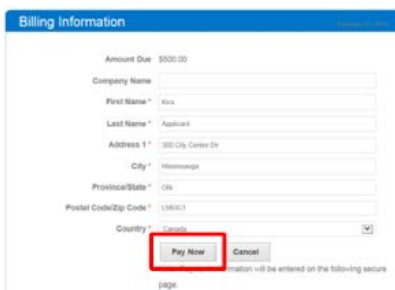
Step 3. Click on the “Open” button next to waiting for payment. This will open your task in a new window. If you cannot find your project under “Current projects”, click “View all Projects”



Step 4. New Tab will open in your browser with ProjectDox (ePlans)home page, select **Task** Tab to view current tasks; Task Column- contains a link into task



Step 5. Enter/confirm your billing information and click “pay now”



Step 6. Enter your payment information and click “submit”



Step 7. You will receive a transaction receipt and confirmation that we have received your payment via e-mail