



# Making a Fee Payment E-Permitting Guide for All Users

## PURPOSE

This guide provides a step by step aid for paying fees through the Public Portal.

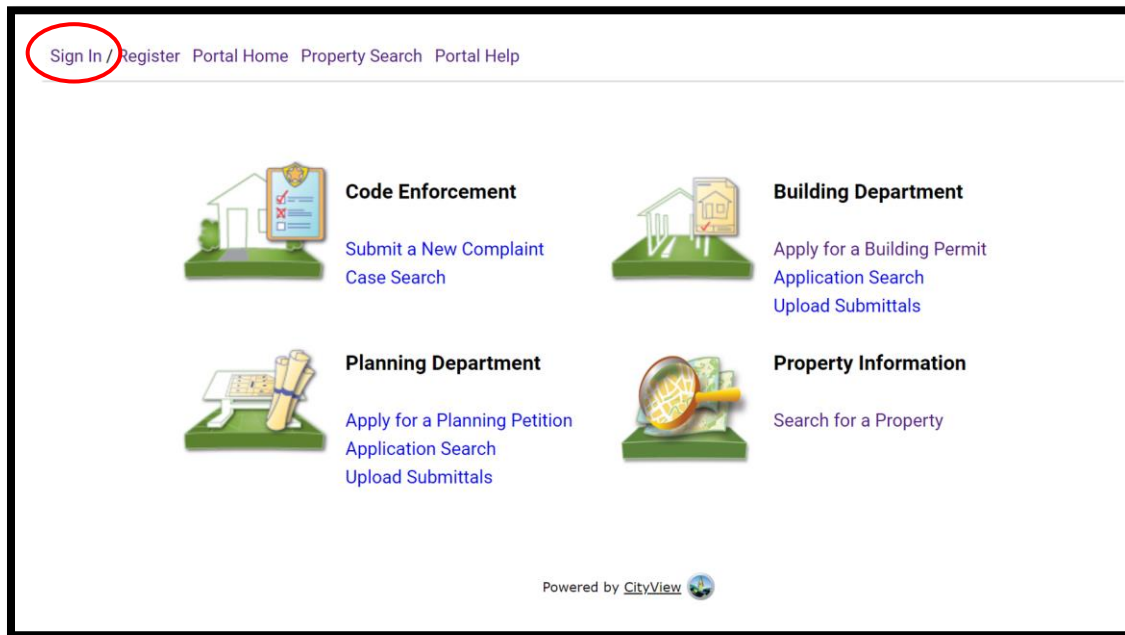
## GENERAL INFORMATION

- ✓ Any registered user is able to make payments with the online system. Instructions for registering are available by clicking Portal Help and viewing the “Creating a Portal Account Procedure”
- ✓ Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>
- ✓ The **My Items** feature allows applicants to view all permits related to their account and conveniently add fees to the cart for payment.
- ✓ The Portal accepts eCheck/Bank Account, Credit Cards (Mastercard, Visa, American Express, Discover) and Debit Cards (Mastercard or Visa).
- ✓ There are no convenience fees when making payments through the online system with City of Naples.

## PROCEDURE

Click on link to the City of Naples Public Portal: <https://cityview2.iharriscomputer.com/CityofNaplesFlorida/>

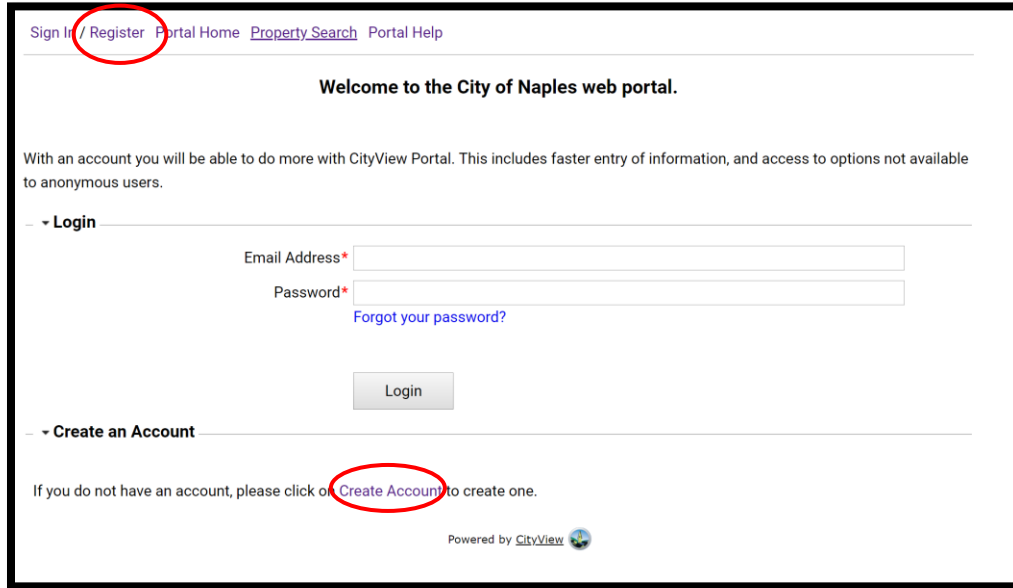
1. Click **Sign In** and enter the email address and password. You must be a registered user to pay fees through the portal.



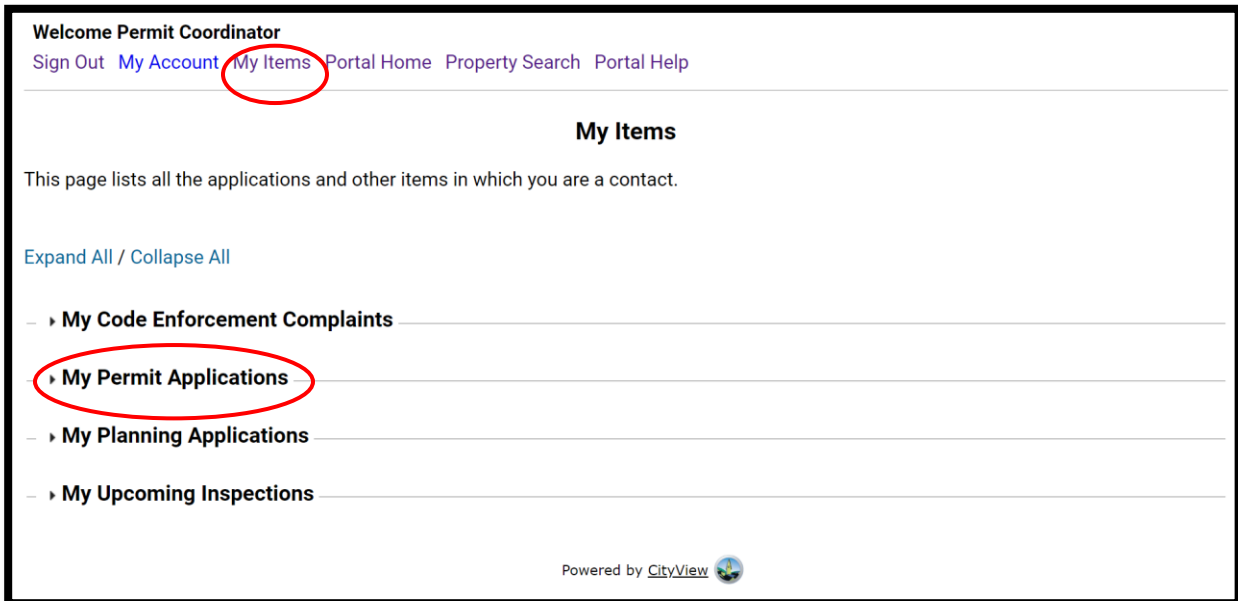


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- If you have not created an account, please click on [Create Account](#) or [Register](#) then follow the steps to register for an account.



- **If you are not the applicant for the permit proceed to Step 9**
- Click [My Items](#) link.
    - Note:** [My Items](#) allows the portal users to view submitted permits, status of permits, schedule inspections, add revision, and submit new applications.
  - Click [My Permit Applications](#).





# Making a Fee Payment E-Permitting Guide for All Users

- Drop down the menu for **My Applications**.
- Locate the permit number and Click **Pay Fees**.

Welcome Permit Coordinator  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

### My Items

This page lists all the applications and other items in which you are a contact.

[Expand All / Collapse All](#)

- ▶ [My Code Enforcement Complaints](#)
- ▼ [My Permit Applications](#)

[Show Active](#) ▼

Reference Number °	Address °	Type °	Status °	Date Created °
PRTU1900028	295 RIVERSIDE CIR, Bld-Unit:204	Temporary Use	Permit(s) Issued	01/09/2019
<b>Description</b>				
: test application,				
<a href="#">Add A Revision</a> <a href="#">View Open Conditions</a> <a href="#">Pay Fees</a> <a href="#">Schedule Inspection</a>				

[Apply for a Building Permit](#)

- ▶ [My Planning Applications](#)
- ▶ [My Upcoming Inspections](#)

Powered by [CityView](#)

Click on My Permit Applications to view all permits.

- Review the fees displayed and then click **Make Payment**.

Welcome Permit Coordinator  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

### Permit Application Fees

PRTU1900028

Fee Type	Amount	Amount Paid
DCA/FBC Surcharge	\$1.00	\$1.00
Plan Revision fee	\$35.00	\$0.00
Calculated Quantity:	\$1.00	
Original Fee Amount:	\$35.00	
<b>Totals:</b>	\$36.00	\$1.00
<b>Total Amount Owing:</b>	\$35.00	

[Cancel](#)
[Make Payment](#)

Powered by [CityView](#)



## Making a Fee Payment E-Permitting Guide for All Users

8. Enter all payment information and click **Continue**.

City of Naples  
One Time Payment    Payment Information

### Enter Payment Information

All fields are required unless labeled as optional.

First Name  Middle Name

Last Name  Daytime Phone Number

Optional

ZIP Code

Pay this Amount \$ 35.00

Payment Method

echeck eCheck / Bank Account

VISA Debit Debit Card

VISA MasterCard AMERICAN EXPRESS DISCOVER Credit Card

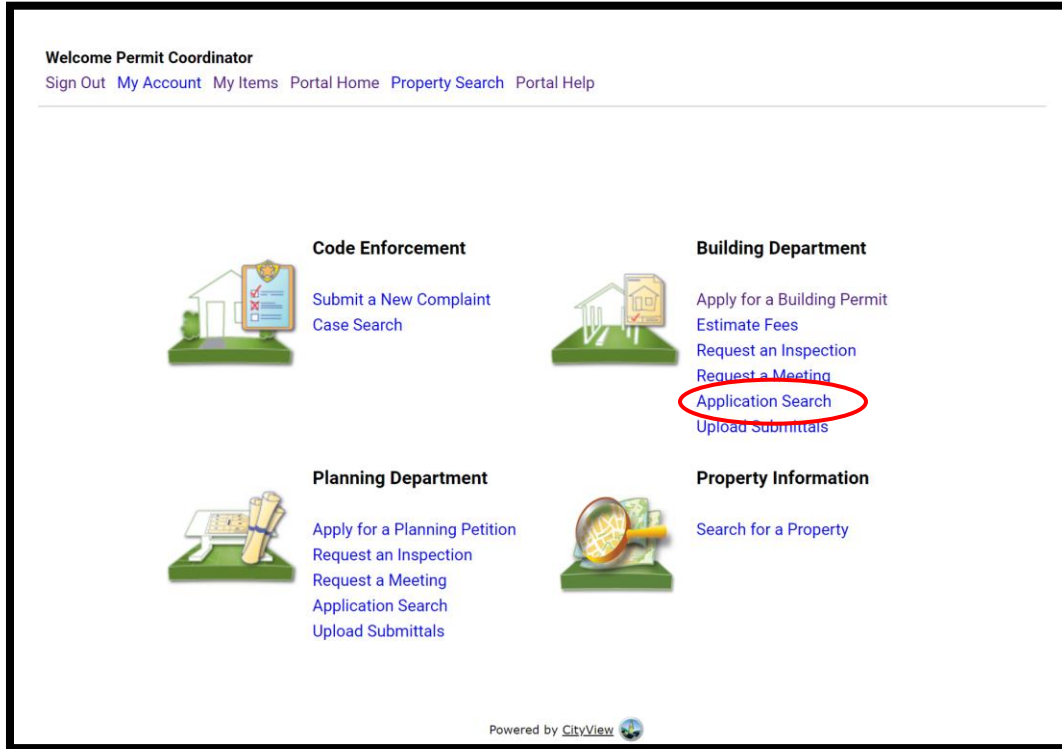
Paymentus

To Continue See Page 8

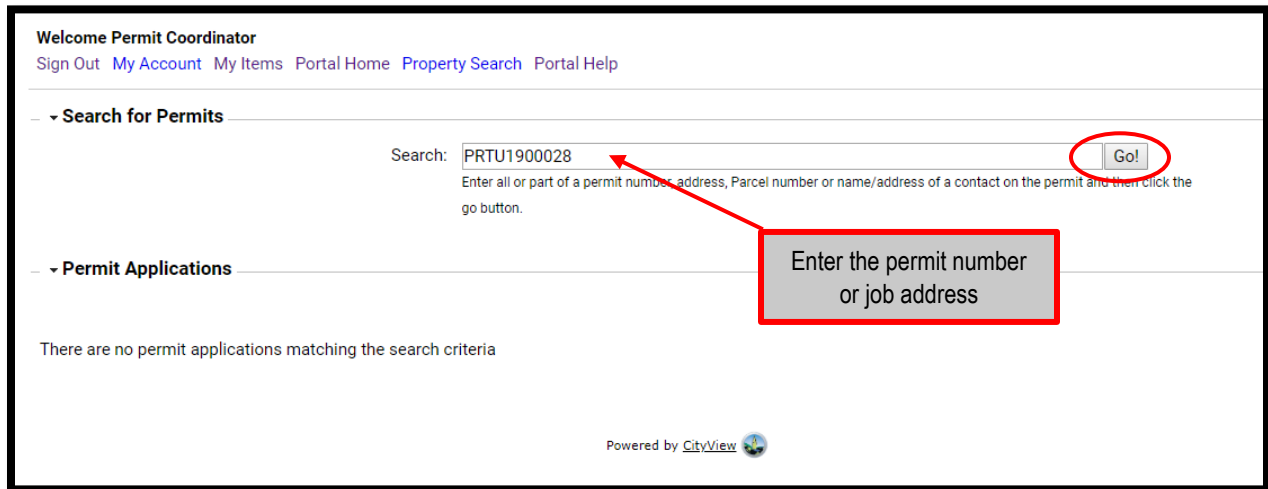


# Making a Fee Payment E-Permitting Guide for All Users

9. If you are not the applicant [Log In](#) and click [Application Search](#).



10. Enter the permit number or the job address and click [Go!](#)





# Making a Fee Payment E-Permitting Guide for All Users

- 10. The permit summary will open, Scoll down and click **Fees** to view the fee summary.
- 11. To proceed scroll down to Total Amount Payable Online and click **Pay Fees**.

Welcome Permit Coordinator  
[Sign Out](#) [My Account](#) [My Items](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

### Permit Application Status

[Expand All / Collapse All](#)  
 Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

**Summary**

Application Number: PRTU1900028  
 Application Type: Temporary Use  
 Application Status: Ready for Issuance  
 Property Owner's Full Name: CITY OF NAPLES  
 Category of Work: Other  
 Description of Work: test application,  
 Application Date: 01/09/2019  
 Issued Date: 01/09/2020  
 Expiration Date: 11/19/2020

**Locations**

**Contacts**

**Permits**

**Submittals**

**Fees**

Paid Fees	Amount	Paid	Owing	Date Paid
DCA/FBC Surcharge	\$1.00	\$1.00	Paid	02/14/2019
Calculated Quantity: \$1.00 Original Fee Amount: \$2.00				
Outstanding Fees	Amount	Paid	Owing	Date Paid
Plan Revision fee	\$35.00	\$0.00	\$35.00	Not Paid
Calculated Quantity: \$1.00 Original Fee Amount: \$35.00				
<b>Totals:</b>	<b>\$36.00</b>	<b>\$1.00</b>	<b>\$35.00</b>	

Permit(s) will not be issued until outstanding fees have been paid in full.

**Total Amount Payable Online:**  
 \$35.00 [Pay Fees?](#)

**Inspections**

**Conditions**

**Related Permit & Planning Applications**

**Documents & Images**

[Submittals](#) | [Portal Home](#)



# Making a Fee Payment E-Permitting Guide for All Users

12. Review the fees displayed and then click **Make Payment**.

Welcome Permit Coordinator  
 Sign Out My Account My Items Portal Home Property Search Portal Help

**Permit Application Fees**  
PRTU1900028

Fee Type	Amount	Amount Paid
DCA/FBC Surcharge	\$1.00	\$1.00
Plan Revision fee	\$35.00	\$0.00
	Calculated Quantity: \$1.00	
	Original Fee Amount: \$35.00	
<b>Totals:</b>	\$36.00	\$1.00
<b>Total Amount Owning:</b>	\$35.00	

Powered by CityView

13. Enter all payment information and click **Continue**.

Naples One Time Payment Payment Information

**Enter Payment Information**

All fields are required unless labeled as optional.

First Name  Middle Name

Optional

Last Name  Daytime Phone Number

ZIP Code

Pay this Amount \$ 35.00

Payment Method

echeck eCheck / Bank Account

VISA  MASTERCARD Debit Card

VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS Credit Card

Enter All Payment Information

Select a method of payment

Paymentus



# Making a Fee Payment E-Permitting Guide for All Users

- 14. Confirm the payment and click the box to Authorize payment.
- 15. Click [Pay](#).

One Time Payment    Confirm Payment

**Confirm Payment**

Payment Method \*\*\*\*\*5454

Payment Date Now (08/20/2020)

Payment Amount **\$35.00**

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

Click the **PAY** button to complete your payment.

< Back    **Pay \$35.00**    Cancel

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- 16. The payment receipt is now available to print. The receipt is will be emailed to the applicant of the permit and is available under Documents & Images.

One Time Payment    Payment Receipt

**Payment Receipt**

Your payment has been accepted

Confirmation #	38657387
Payment Type	CityView
Account #	14832
Reference Number	PRTU1800001
Status	ACCEPTED
Payment Date	Aug 20, 2020 – 3:24:56 PM
Payment Method	MasterCard (Debit) *****5454
Payment Amount	\$35.00

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