

Customer Portal Series

How To: Pay 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 navigation links (Home, Search, Pay, My Payments, Profile, Sign Out) are on the right. The 'Pay' link is highlighted with a red box. Below the navigation bar, the 'Outstanding Fees' section is displayed. It contains a table with the following 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 below the table.

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 IRVING AVE	Commercial - Deck - build deck	Draft	Sep 24, 2020	\$98.95
<input type="checkbox"/>	Right of Way	GP-2020-00532	Left From:2 Left To: 20, Right From: 1 Right To: 19 IRVING AVE	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	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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