

Customer Portal

How To: View Receipts

1. From the top menu select My Payments.



2. A list of all payments made through the online portal will appear.

My Payments Search

This table lists all payments received by receipt number and permit number.
It is searchable, filterable by date, and can be saved in excel format.
Click on Receipt Number to view full receipt details.

Payment Date: To:

Payment Date	Receipt Number	File	Payer	Method	Amount
Apr 27, 2021	1619551728a4oZmN0G9MT8bcM	LOTGRADE-2021-05766	My Name	Teller	\$200.00
Apr 28, 2021	1619630301c9P4tKPnuf6jyMu	DECK-2021-05782	My Name	Teller	\$77.50
Apr 28, 2021	1619630895HjomqIZ4xGClJUu	DEMO-2021-05783	My Name	Teller	\$250.00

3. To narrow the date range, change the Payment Date fields and click Search.

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Viewing Receipts

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- 4. To view a receipt, click the blue link to open. The receipt can be saved or printed for your files.

Teller					
Receipt				RETAIN THIS COPY FOR YOUR RECORDS	
April 29, 2021		Receipt Number: 1619630301c9P4IK Pnu#6jyMu			
Received on behalf of: My Name		Received Date: April 28, 2021			
		Payment Amount: \$77.50			
		Reference Number:			
From: My Name					
Description	Invoice	Authorization #	Tracking #	Tax Paid	Amount Paid
Basic Development Permit Application Fee			DECK-2021-05782		\$50.00
Deck Permit Application Fee			DECK-2021-05782		\$27.50
				Total:	\$77.50
Tax Registration #:					
Cash Handling Area/	Teller				
Receiving Office:	Default Address (444) 444-4444				
Payment Method:	Teller				
Receipt Number: 1619630301c9P4IKPnu#6j					
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- Click on the top menu bar to sort the results either Ascending or Descending for any of the options such as Amount, Date, etc.

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- To export the information to Excel, click the Save as Excel button. The file will appear in the lower left corner.

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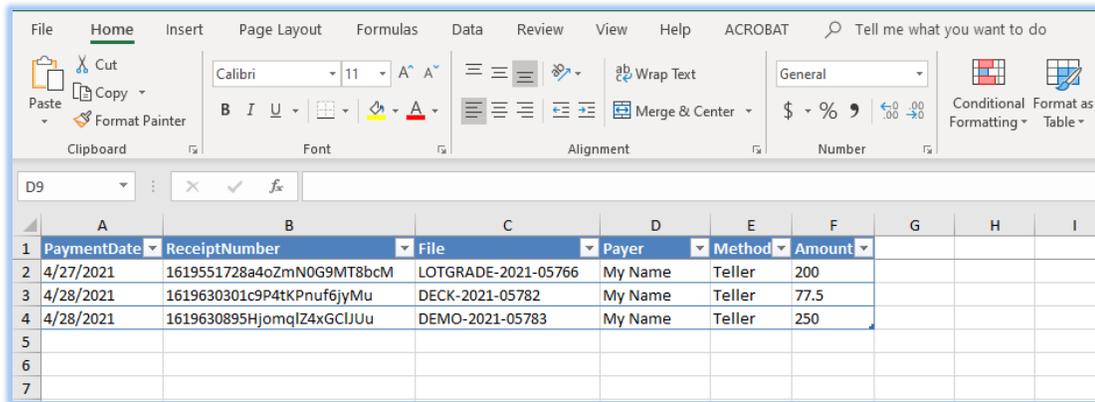
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 MyPaymentsSearch.xlsx ^

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7. Click to Open.



The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I
1	PaymentDate	ReceiptNumber	File	Payer	Method	Amount			
2	4/27/2021	1619551728a4oZmNOG9MT8bcM	LOTGRADE-2021-05766	My Name	Teller	200			
3	4/28/2021	1619630301c9P4tKPnuf6jyMu	DECK-2021-05782	My Name	Teller	77.5			
4	4/28/2021	1619630895HjomqIZ4xGCIUu	DEMO-2021-05783	My Name	Teller	250			
5									
6									
7									

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