Department of Regulatory and Economic Resources (RER)

ePayment System Guide

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ePayment

The Department of Regulatory and Economic Resources ePayment site has been enhanced. From now on when you select the **Make Payments** button on the RER Building Homepage you will be directed to the new ePayment site.

- This guide will walk you through the changes that have been made.
**ePayment**

The comparison below highlights the changes between the old ePayment site and the new ePayment Application.

- The following circled links have been combined under the Pay Fees Due option:
  - Online Permit Application – Pay Fees Due
  - Online Permit application – Pay Multiple Processes
  - Vehicle or Boat Sales Certificate of Use
  - Portable Mini-Storage Unit – Certificate of Use

**Old**

**New**

Pay Re-Inspection Fee has also been updated; however, Impact Fee Payments and Pay Fire Inspection Fee will continue to be the same sites with which you are familiar.
Paying Process/Invoice Numbers

Under **Pay Fees Due** is a list of some of the payments that can currently be made. Remember that to make any of these payments you will need your process/invoice number(s). The **Pay Fees due** site allows up to 8 process numbers to be payed at a time.

- When ready to pay a process/invoice number, press the **Pay Fees Due** button.

- On the **Shopping Cart** screen enter the process/invoice number(s).
  - Type the process/invoice number one at a time, selecting the **+Add** button after each entry. *(Remember that process/invoice numbers begin with a letter, the letter must be included when entering the process/invoice number.)*

- After entering all the process/invoice numbers, press the **Next>>** button.

**Pay Fees Due**
Pay any of the following fees using individual and multiple processes/invoice numbers:

- Upfront Fees
- Permit Fees (County and Municipal)
- Certificate of Occupancy/Completion
- Certificate of Use (County and Municipal)
- Contractor’s Licensing Fees
- Enforcement Fees (Unsafe Structures Liens, NOV Extensions, Foreclosure Registry, etc.)
- Zoning Applications (Zoning Hearings, Administrative Adjustments, Administrative Site Plan Reviews, etc.)
- Platting and Paving & Drainage Fees
- Boilers Certificate Fees
- Additional miscellaneous fees, including, but not limited to Microfilm, etc.
Paying Process/Invoice Numbers

• On the following Payment page select the method of payment (Mastercard, Visa, American Express, Discover, or Bank Account).

• Complete all the sections under Payment Information:
  • Credit Card Information or Account Information if paying with a Bank Account.
  • Personal Information
  • Billing Information

• Note: A Phone number and Email Address are required to continue.
Paying Process/Invoice Numbers

- Review that the payment information and process/invoice number(s) are correct.
- Press the **Submit >>** button, or if corrections are necessary press the **<< Back** button.
- After selecting **Submit** confirm that you want to Submit the Payment by selecting **Yes**.

- Click **Understood** on the succeeding Important message.

- You can return to the ePayment site anytime using this link.
Paying Process/Invoice Numbers

• Once the Payment has successfully been applied. Close the Payment Status popup by clicking the **Close** button.

• The payment receipt will be displayed on the screen and will give you the option to **Print** or you can select **<< Start Over** to make additional payments.

• Clicking the link in the receipt will take you to the system of record or allow you to view your case.
Paying Re-Inspection Fees

• To pay Building, Electrical, Mechanical and Plumbing permit re-inspection fees select the **Pay Re-Inspection Fees** button on the ePayment homepage.

![Pay Re-Inspection Fees](image)

• On the following page enter the **Permit Number** for which the fee needs to be paid and click **Submit>>**.

![Enter Permit Number](image)

• On the next page verify the **Permit Number** you entered is correct and write down the Process Number, if you intend to pay later. If you are ready to pay now, click the **Proceed to Pay** button.

![Proceed to Pay](image)

• If you choose to **Proceed to Pay**, follow the steps on pages 4-7 to complete the payment.
Fire Re-Inspections and Impact Fees

- The Fire Re-Inspection Fees and Impact Fees payment sites have not changed. You can access both of those systems through the ePayment Application by using the Pay Fire Re-Inspections and Pay Impact Fees buttons.

Impact Fees Online Payment

The Impact Fees Online Payment is available 7 days per week between the hours of 12:30 AM and 11:30 PM.

- Process Number
- Suffix
- Folio
- Site Address
- Amount Due
- Total Assessment Due: $0.00
- Payment Method: 
- Convenience Fee: 
- Total Charge:

If you have questions about the Impact Fee Assessment please call the Impact Fee Section at 786-315-2660. For questions about acceptable forms of payment or other payment processing issues please call the Cashier Section at 786-315-2397.
Contact Us

If you have payment related questions, contact the Department of Regulatory and Economic Resources Cashiering Section at 786-315-2517 or 786-315-2397.

For all other questions, please visit us at Regulatory and Economic Resources

Thank you for using our services.