

Paying Individual Invoices

- 1. Navigate to the Online Services Portal at <u>https://onlineportal.paducahky.gov</u>.
- 2. NOTE: You do not have to login to the portal to pay the invoice
- 3. Click "Pay Invoice." It is located in two places: the menu bar and the tile.

	Service Requests 311	Access for a NEW Permit or Plan Help and How To to Paducah Online using of most permits, inspections, code enforcement, bins service fee for credit card payments and a \$1.50, n	Addes Ma Pay Invoices Search Q	
	Login or Register Login to an existing account, or create a new account. Receive help if your forgot your login information.	Copy Apply for permits or plans related to construction and renorations, planning and zoning, and more.	S Pay Invoice Pay for individual invoices for permits, pins, and code cases. Service Fees do apply.	
	Content of the second of the s	Service Requests 311 Submit requests for services or information inquiries.	C Help and How To Guides Find contact information. Neifold guides and interactions for navigating this portal.	
Invoice Search				

- 4. After clicking Pay Invoice, enter the Invoice Number. NOTE: You must type the entire Invoice Number including "INV." (Example: INV-000030668)
- 5. After entering the invoice number, click "Search." (Search. NOTE: If you receive the following message, the invoice has been paid.

Invoice Search	
INV-00030668	Q Search
No unpaid invoice found	

- 6. After entering a valid *unpaid*_invoice number and clicking search, you will see the digital invoice. (See example below)
- 7. After reviewing the invoice, click "Pay Now."

Invoice Number:	00000724						
Invoice Total: Status: Description:	\$110.00 Due NONE	,	Invoice Date:	01/07/2020		Due Date:	01/07/2020
Primary Fees Misc Fees	Payments	Attachments Contac	cts				Sort Fee Name
Fee Name	Fee Total	Amount Due	Case	Number	Case Type	Notes	
Contractor Registration Fee	\$110.00	\$110.00	10.0	*101.010	Professional License	Contractor Re	gistration Fee - \$100.00
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- 8. You will be directed to MyGovPay to make your payment. Enter the following information:
 - a. Cardholder Name
 - b. Billing Street
 - c. Billing Zip Code
 - d. Card Type
 - e. Card Number
 - f. Expiration Date (Month & Year)
 - g. CVV Code
 - h. Email Address (to receive a receipt)
- 9. Click "Pay Now."

End of How-To Document