

View/Pay Fee Instruction Sheet

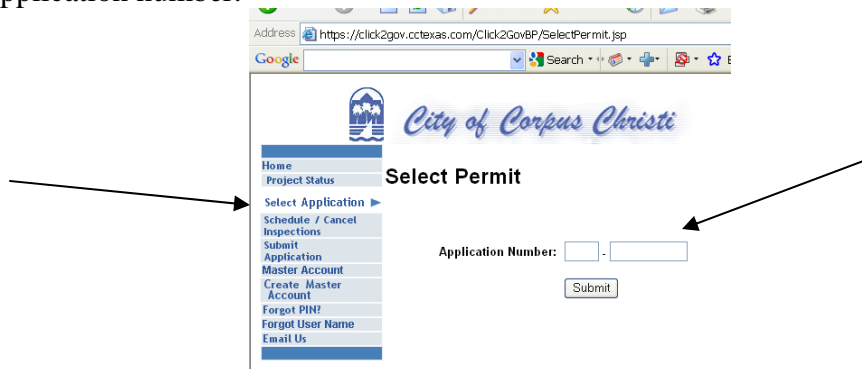
1. Log onto the Development Services Website at www.cctexas.com/developmentservices and select the View/Pay Fees hyperlink



2. The Click2Gov site will open and your screen will appear as follows:



3. Next you will select the "Select Application" button to the left and enter your application number.



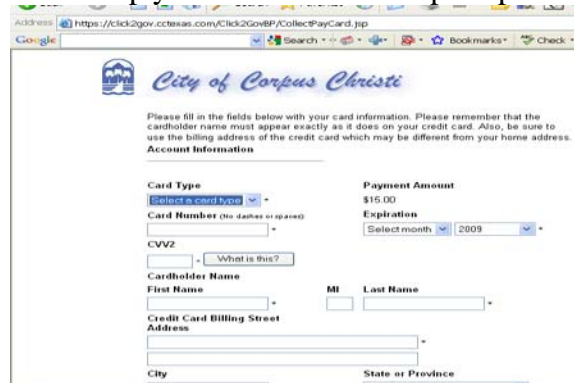
- A Status Detail screen will appear. Please verify this is the correct application number and information.



- Next, select the “View Application Fees” button to the left. A detail screen showing what fees have been assessed, paid, and are still outstanding will show.



- If there are fees that can be paid online, the area under the Pay column will allow you to select the amounts you wish to pay. A final review screen will allow you to review the fees you are going to pay and make a final decision as to the amount.
- Next you will process the payment amount due with a credit card transaction processing. Be sure to keep your transaction receipt as proof of payment.



You are now complete!

Thank you for using this service. Please check back for future enhancements to the website.