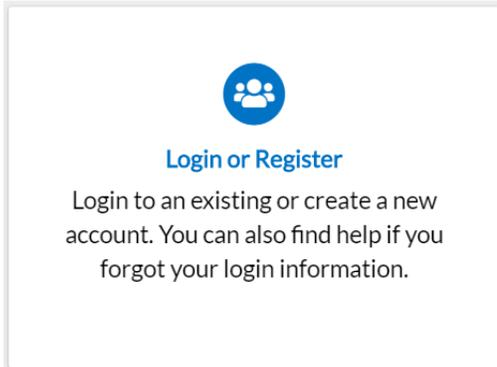


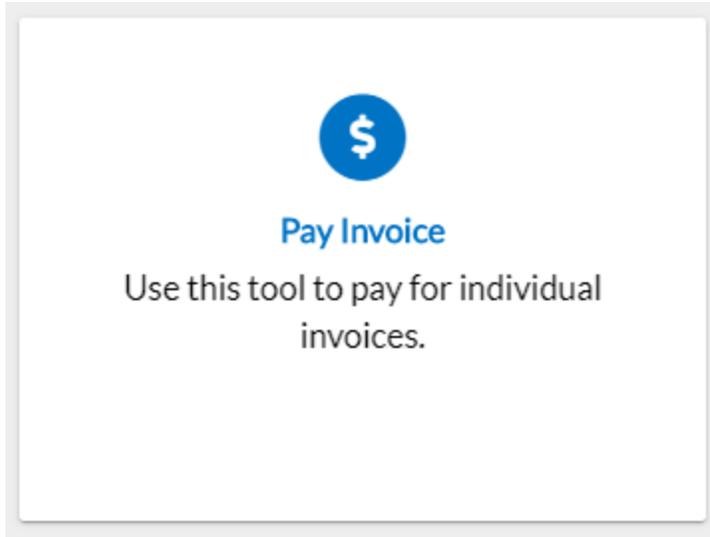
How to Pay an Invoice from Citizen Self Service (CSS)

1. In your web browser, navigate to Citizen Self Service: https://egcss.pinellas-park.com/EnerGov_Prod/SelfService#/home
2. Click Login or Register



3. Enter your **Username** and **Password** in the fields provided. If you do not have a **Username/Password** already registered with CSS and EnerGov, click on “**Register Here**” and follow the directions to register for an account.

4. Click **Log In**. CSS validates your login and, if it is valid, opens CSS with the functions you are authorized to access.
5. You will arrive at your CSS home page **Dashboard**. You can also pay invoices from the Home page by clicking the **Pay Invoice** tile.



- Once you have logged into your CSS Dashboard, you will see all of the activity tied to your account.


Good Afternoon,

Dashboard
Home
Apply ▾
View ▾
Map
Search 🔍
Help ⓘ
Calendar 0
City of Pinellas Park Website

PRODUCTION ENVIRONMENT

My Permits

<div style="background-color: #e67e22; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Attention 3</div> <table style="width: 100%; font-size: 0.8em; margin-top: 5px;"> <tr><td style="text-align: left;">Engineering/Landsc...</td><td style="text-align: right;">1</td></tr> <tr><td style="text-align: left;">Mechanical (Reside...</td><td style="text-align: right;">1</td></tr> <tr><td style="text-align: left;">R - Building (1 & 2 F...</td><td style="text-align: right;">1</td></tr> </table>	Engineering/Landsc...	1	Mechanical (Reside...	1	R - Building (1 & 2 F...	1	<div style="background-color: #2980b9; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Pending 4</div> <table style="width: 100%; font-size: 0.8em; margin-top: 5px;"> <tr><td style="text-align: left;">Electrical (Resident...</td><td style="text-align: right;">1</td></tr> <tr><td style="text-align: left;">Engineering/Landsc...</td><td style="text-align: right;">1</td></tr> <tr><td style="text-align: left;">Other</td><td style="text-align: right;">2</td></tr> </table>	Electrical (Resident...	1	Engineering/Landsc...	1	Other	2	<div style="background-color: #7f7f7f; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Active 0</div>	<div style="background-color: #2980b9; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Draft 1</div> <table style="width: 100%; font-size: 0.8em; margin-top: 5px;"> <tr><td style="text-align: left;">Plumbing (Resident...</td><td style="text-align: right;">1</td></tr> </table>	Plumbing (Resident...	1	<div style="background-color: #2980b9; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Recent 4</div> <table style="width: 100%; font-size: 0.8em; margin-top: 5px;"> <tr><td style="text-align: left;">Electrical (Resident...</td><td style="text-align: right;">1</td></tr> <tr><td style="text-align: left;">Engineering/Landsc...</td><td style="text-align: right;">1</td></tr> <tr><td style="text-align: left;">Other</td><td style="text-align: right;">2</td></tr> </table>	Electrical (Resident...	1	Engineering/Landsc...	1	Other	2
Engineering/Landsc...	1																							
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Engineering/Landsc...	1																							
Other	2																							

[View My Permits](#)

My Plans

<div style="background-color: #e67e22; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Attention 0</div>	<div style="background-color: #2980b9; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Pending 1</div>	<div style="background-color: #7f7f7f; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Active 0</div>	<div style="background-color: #7f7f7f; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Draft 0</div>	<div style="background-color: #2980b9; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-weight: bold; font-size: 1.5em;">Recent 1</div>
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- Scroll down the page to **My Invoices**

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 3	\$12,692.93	Add To Cart
Total 3	\$12,692.93	Add To Cart

[View My Invoices](#)

- To view all invoices, click **View My Invoices**.

The **“My Invoices”** page will open, with a list of all of the invoices tied to your account.

My Invoices

[Unpaid](#) [Paid](#) [Voided](#)

Search for invoice number, case number, or address [Exact Match](#)

Display [All Invoices](#) [Export](#) Sort [Amount Due](#)

Invoice Number	Amount Due	Status	Case Number	Address	Select All
INV-00000294	\$194.00	Due	MECR-0420-00048	9451 60TH WAY 471B PINELLAS PARK, FL 33782	<input type="checkbox"/>
INV-00000292	\$878.10	Due	ENGR-0420-00010	8000 17TH WAY N 509A ST PETERSBURG, FL 33702	<input type="checkbox"/>
INV-00000293	\$11,620.83	Due	CBLDR-0420-00071	5141 77TH ST N 568A ST PETERSBURG, FL 33709	<input type="checkbox"/>

Results per page [10](#) 1 - 3 of 3 [<<](#) [<](#) [1](#) [>](#) [>>](#)

[Add To Cart](#)

- You can add individual invoices to your cart by clicking the box at the end of each invoice row. Or, click the **“Select All”** box to select all of the invoices. Click **Add To Cart** to add selected invoices to your cart to begin the checkout process.

- To view more detail about a particular invoice, click on the **Invoice Number** and a detailed accounting of that invoice will launch on the **Invoice Detail** page

Invoice Number: INV-0000294 [Add To Cart](#) 

Invoice Status: Due Invoice Date: 04/04/2020 Invoice Due Date: 04/04/2020

Invoice Total: \$194.00 Invoice Description: NONE

[Primary Fees](#) [Misc Fees](#) [Payments](#) [Attachments](#) [Contacts](#)

Primary Fees Sort

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
DBPR Fee	\$2.00	\$2.00	MECR-0420-00048	Permit	
DCA Fee	\$2.00	\$2.00	MECR-0420-00048	Permit	
Mechanical Fee	\$120.00	\$120.00	MECR-0420-00048	Permit	
Mechanical Technology Fee	\$10.00	\$10.00	MECR-0420-00048	Permit	
Plan Review Fee	\$60.00	\$60.00	MECR-0420-00048	Permit	

Results per page 1 - 5 of 5 << < 1 > >>

- From this page, you can print the invoice by clicking the printer icon in the upper right corner.
- You can click the buttons to view more detail about Primary Fees, Misc Fees, Payments, Attachments, and Contacts.
- To pay the invoice, click **Add to Cart**. The selected invoices will be added to your cart for review.
- Click **Check Out** to initiate the payment process.
- You can also remove invoices from your cart by clicking the **Remove** button on any individual invoice.

Total \$12,692.93

[Check Out](#)

Invoice: [INV-00000292](#) Description: NONE
Due Date: 04/04/2020 Billing Contact: User, Test

Case Number	Project	Case Address	Amount Due
ENGR-0420-00010		8000 17TH WAY N 509A ST PETERSBURG FL 33702	\$878.10

\$878.10
[Remove](#)
[Top](#) | [Main Menu](#)

Invoice: [INV-00000294](#) Description: NONE
Due Date: 04/04/2020 Billing Contact: User, Test

Case Number	Project	Case Address	Amount Due
MECR-0420-00048		9451 60TH WAY 471B PINELLAS PARK FL 33782	\$194.00

\$194.00
[Remove](#)
[Top](#) | [Main Menu](#)

Invoice: [INV-00000293](#) Description: NONE
Due Date: 04/04/2020 Billing Contact: User, Test

Case Number	Project	Case Address	Amount Due
CBLDR-0420-00071		5141 77TH ST N 568A ST PETERSBURG FL 33709	\$11,620.83

\$11,620.83
[Remove](#)
[Top](#) | [Main Menu](#)

16. A **MyGovPay** payment processor page will appear: add your payment data and click **Process Payment** to complete the transaction.

Order Summary

Agency Name:
Order Number: 7

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000292	NONE	1	\$878.10	\$878.10
INV-00000293	NONE	1	\$11,620.83	\$11,620.83
INV-00000294	NONE	1	\$194.00	\$194.00

Item Total: \$12,692.93
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$12,692.93

Payment Details

Cardholder Name: * Billing Street: * Billing Zipcode: *

Card Type: * Card Number: * Expiration Date: * * CVV Code:

Email Address: *
testuserpinellas@gmail.com

17. Once your payment has been processed, you can return to your Home page or Dashboard by clicking back or Home on the navigation menu.