

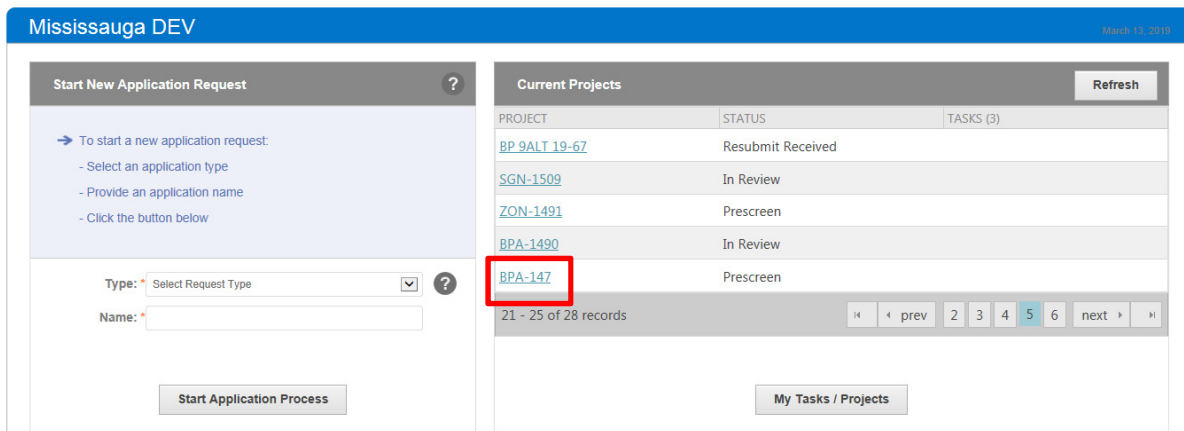
## HOW TO: FEE PAYMENT (Projects created before April 19, 2019 – Tasks PD)

You can only pay the application fee after you have been assigned the Fee Payment task. You will receive an email titled “Fee Payment Required” when this task is assigned to you. If you have not yet been assigned the task, you cannot make a payment.

Fees greater than \$30,000 **cannot** be paid in ePlans. Please refer to [Electronic payments](#) for payments greater than \$30,000.

### Step 1: Open your project:

- Click on your project number from your “Current Projects” list. If your project is not listed, click on the “my tasks/projects” button and find your project number in the projects tab.



Mississauga DEV March 13, 2019

#### Start New Application Request

→ To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: Select Request Type ?

Name:

[Start Application Process](#)

#### Current Projects

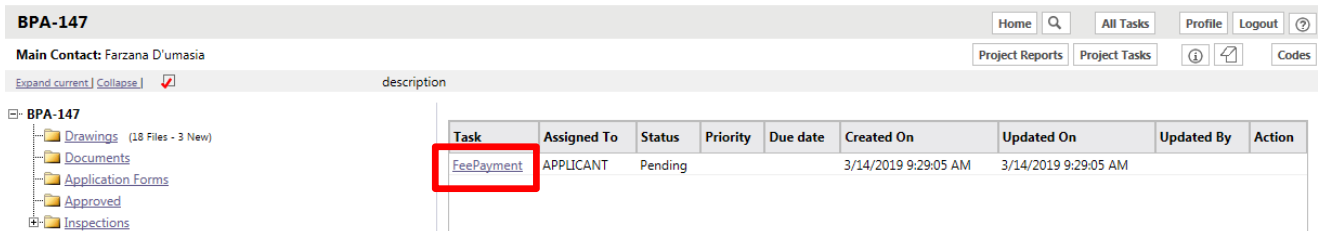
[Refresh](#)

PROJECT	STATUS	TASKS (3)
<a href="#">BP 9ALT 19-67</a>	Resubmit Received	
<a href="#">SGN-1509</a>	In Review	
<a href="#">ZON-1491</a>	Prescreen	
<a href="#">BPA-1490</a>	In Review	
<a href="#">BPA-147</a>	Prescreen	

21 - 25 of 28 records

[My Tasks / Projects](#)

### Step 2: Click on the task name and click “OK” to accept. This will open your task in a new window



**BPA-147** [Home](#) [All Tasks](#) [Profile](#) [Logout](#) [?](#)

Main Contact: Farzana D'umasia [Project Reports](#) [Project Tasks](#) [?](#) [Codes](#)

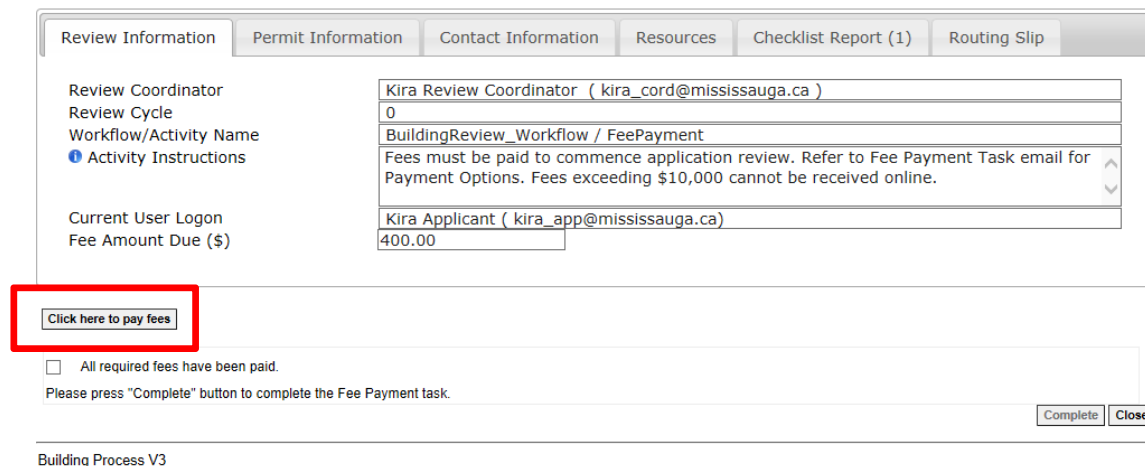
[Expand current](#) [Collapse](#) [?](#) description

BPA-147

- [Drawings](#) (18 Files - 3 New)
- [Documents](#)
- [Application Forms](#)
- [Approved](#)
- [Inspections](#)

Task	Assigned To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
<a href="#">FeePayment</a>	APPLICANT	Pending			3/14/2019 9:29:05 AM	3/14/2019 9:29:05 AM		

### Step 3: Click “click here to pay fees” button



**Review Information** [Permit Information](#) [Contact Information](#) [Resources](#) [Checklist Report \(1\)](#) [Routing Slip](#)

Review Coordinator	Kira Review Coordinator ( kira_cord@mississauga.ca )
Review Cycle	0
Workflow/Activity Name	BuildingReview_Workflow / FeePayment
Activity Instructions	Fees must be paid to commence application review. Refer to Fee Payment Task email for Payment Options. Fees exceeding \$10,000 cannot be received online.
Current User Logon	Kira Applicant ( kira_app@mississauga.ca )
Fee Amount Due (\$)	400.00

[Click here to pay fees](#)

☐ All required fees have been paid.

Please press “Complete” button to complete the Fee Payment task.

[Complete](#) [Close](#)

Building Process V3

**Step 4:** Enter your billing information and click “pay now”

### Billing Information

Amount Due \$180.00

Company Name

First Name \*

Last Name \*

Address 1 \*

City \*

Province/State \*

Postal Code/Zip Code \*

Country \*

Note: Payment information will be entered on the following

**Step 5:** Enter your payment information and click “submit”

### Payment Information

Card Holder Name:

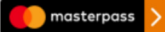
Credit Card Type:

Credit Card Number:

Expiration Date:

CVC Number: [What is this?](#)

Total Amount: 180.00

 [Learn More](#)

**Step 6:** Check the box and click the “complete” button.

Review Information	Permit Information	Contact Information	Resources	Checklist Report (1)	Routing Slip
Review Coordinator	Kira Review Coordinator ( kira_cord@mississauga.ca )				
Review Cycle	0				
Workflow/Activity Name	BuildingReview_Workflow / FeePayment				
Activity Instructions	Fees must be paid to commence application review. Refer to Fee Payment Task email for Payment Options. Fees exceeding \$10,000 cannot be received online.				
Current User Logon	Kira Applicant ( kira_app@mississauga.ca )				
Fee Amount Due (\$)	0.00				

**Fee Payment has been received. Please proceed to complete the Fee Payment task.**

[Click here to pay fees](#)

☐ All required fees have been paid.

Please press "Complete" button to complete the Fee Payment task.