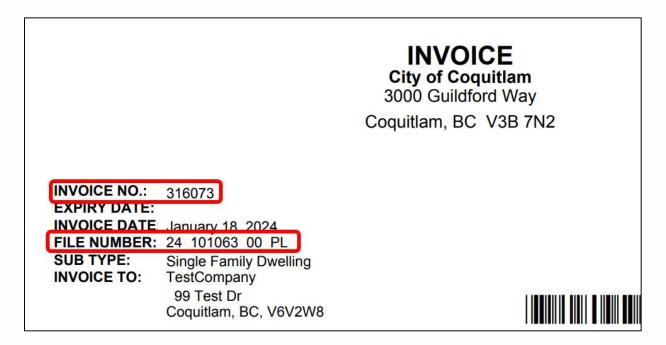


Electronic Payment: Information Guide

- 1. When your permit is ready for payment, staff will send you an email with instruction and an attached invoice for payment.
- 2. To be able to pay online with your credit card, please visit website: <u>https://epayments.coquitlam.ca/invoice</u>

CoQui	itlam
Pay for Invoice Please be advised th File Number:	e hat, due to scheduled system maintenance, online p
Invoice Number:	Search Reset

3. Open your attached invoice, and make note of the **Invoice No.** and the **File Number** on the Invoice.





4. On the epayments webpage, type in the information. Please note your file number, 24 101063 00 PL, does not require spaces, but even if you type in spaces, the system will combine it all into one, e.g. 2410106300PL.

	File Number:	2410106300PL
	Invoice Number:	316073
		Search Reset
5. Click Search.		
	File Number:	2410106300PL
	Invoice Number:	316073
		Search Reset

6. You will be shown the items for payment. Once you've verified that the information is correct please click on pay now.

Pay for Invoice		
Search Results		
Invoice No:	316073	
Invoice Date:	Jan 18, 2024	
File Number:	24 101063 00 PL	
Permit/Licence Type:	Plumbing Services	
Sub Type:	Single Family Dwelling	
Site Reference:	99 Test Dr, Coquitlam	
J.	Fee Description	Amount
-	Plumbing Permits	\$75.30
	Total Amount of Invoice	\$75.30
	Credit Card Service Fee	\$1.51
	Fee Due	\$76.81
316073 has a 2% credit card fee a	dding \$1.51 to the total. Combined with the original amount of \$75.30 the new total is \$76.81. Do you still wis Note: Current page will be expired after 15 minutes/900 seconds from now on or after 2024-01-29 It means you cannot submit your payment request after above time. Please refresh current page first if you really want to submit it after above expire time. Pay Now Cancel	



7. Review your order one last time. Then enter in your credit card information and click on Pay With Your Credit Card.

quantity	Item	Unit		Price
1	Invoice Number: 316073	CAD 75.30	CAD	75.30
1	Credit Card Service Fee	CAD 1.51	CAD	1.51
		Total	CAD	76.81
Cardholde First Last I	Name d Number			

8. Once your payment has been processed, you will be displayed your payment confirmation. Please print page for your record.

Payment-Receipt		
Receipt Number:	313390	
Payment Date:	Mon Jan 29 13:49:31 PST 2024	
Invoice Number:	316073	
Company Name:	TestCompany	
File Number:	Amanda 2410106300PL	
Payer Information		
Payment Method:	Online	
Payment Received:	\$76.81	
Amount Applied:	\$76.81	
Card Type:	VISA	
Transaction ID:	2340949784	
Permit Information		
Fee Description	Amount	
Plumbing Permits	\$75.30	
Credit Card Service Fee	\$1.51	
Total	\$76.81	