

## 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:  
<https://epayments.coquitlam.ca/invoice>

The screenshot shows the Coquitlam website's 'Pay for Invoice' page. At the top is the Coquitlam logo. Below it, the heading 'Pay for Invoice' is displayed. A message states: 'Please be advised that, due to scheduled system maintenance, online pa'. There is a search form with two input fields: 'File Number:' and 'Invoice Number:'. Below these fields are 'Search' and 'Reset' buttons. At the bottom of the form area, there are links for 'New Search', 'Help', and 'Contact us'.

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

**INVOICE**  
City of Coquitlam  
3000 Guildford Way  
Coquitlam, BC V3B 7N2

**INVOICE NO.:** 316073  
**EXPIRY DATE:**  
**INVOICE DATE:** January 18, 2024  
**FILE NUMBER:** 24 101063 00 PL  
**SUB TYPE:** Single Family Dwelling  
**INVOICE TO:** TestCompany  
99 Test Dr  
Coquitlam, BC, V6V2W8



- 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:**

**Invoice Number:**

- Click Search.

**File Number:**

**Invoice Number:**

- 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**

<b>Invoice No:</b>	316073
<b>Invoice Date:</b>	Jan 18, 2024
<b>File Number:</b>	24 101063 00 PL
<b>Permit/Licence Type:</b>	Plumbing Services
<b>Sub Type:</b>	Single Family Dwelling
<b>Site Reference:</b>	99 Test Dr, Coquitlam

	Fee Description	Amount
	Plumbing Permits	\$75.30
	<b>Total Amount of Invoice</b>	\$75.30
	<b>Credit Card Service Fee</b>	\$1.51
	<b>Fee Due</b>	\$76.81

316073 has a 2% credit card fee adding \$1.51 to the total. Combined with the original amount of \$75.30 the new total is \$76.81. Do you still wish to pay online?

**Note:** Current page will be expired after 15 minutes/900 seconds from now on or after 2024-01-29 13:57:20.  
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.

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

### Review Your Order

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
<b>Total</b>		<b>CAD</b>	<b>76.81</b>

[« Return to AMANDA TEST](#)

### Pay With Your Credit Card

**Cardholder Name**

**Credit Card Number**

**Expiry Date (MMYY)**

**Security Code**

The 3-digit security code is located on the back of the credit card. For American Express cards, the 4-digit security code appears on the front of the credit card.

Pay With Your Credit Card

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

## Pay for Invoice

This is your payment confirmation. Please print this page for your record by clicking on the "Print Page" button below.

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
<b>Total</b>	<b>\$76.81</b>

Print Page

[New Search](#) | [Help](#) | [Contact us](#)