DRC On-line ePay Component

The Planning and Development Department has been successfully using the DRC system for a number of years now. Its implementation has greatly improved the efficiency of the plat review process. There are several enhancements that PD has been working on – the most noteworthy is an online payment mechanism. Applicants are currently able to submit their applications online but must pay the application fee in person at the Department's offices. In continuing to provide better DRC services we have been working with our software consultants developing a tool where customers are able to pay their application fees online – either at the time of application submission or perhaps at a later time.

ePay features include:
- Ability to pay on-line "pay during submission" before the submittal deadline of Monday at 11:00 a.m.
- Ability to pay on-line "pay after submission" after the submittal deadline of Monday at 3:00 p.m.
- Ability to pay on-line "additional fees" as calculated by staff before the deadline of Wednesday at noon.
- Ability to pay by credit card (American Express, Discover, Mastercard, Visa). Electronic check (Checking or Savings account) feature is not available at this time
- Ability for the payer to be either the applicant or someone else, such as the developer.
- Ability to pay remotely by connecting to the ePay component through a secure URL.

Description of ePay Process

In many cases, the applicant will choose to pay for the application at the same time as the application submission. If the applicant chooses to pay now, the online payment process will immediately kick off.

If the applicant chooses to pay after the application has been submitted, or the payment is made by someone other than the immediate applicant, payment will need to be made before the payment deadline (to be set to Monday at 3:00 p.m.) in order to put the application into the upcoming application cycle. Payments made after the deadline will be accepted within the system, but will not qualify the applicant to be processed within the current application cycle. An email will be sent at the time the application is submitted that contains a URL link to the fee payment site. If someone other than the applicant is to make the application's payment, the applicant can forward the URL link to that person.

DRC On-line ePay Component

Only one application will be payable at a time. No longer will an applicant with multiple submittals be able to make a single payment for all applications.

As an applicant is completing an application immediately following the "Affidavit of the Owner" at the bottom of the Submittal Confirmation email the applicant will be able to enter the ePay site by clicking on "Continue to Secure Payment Site".
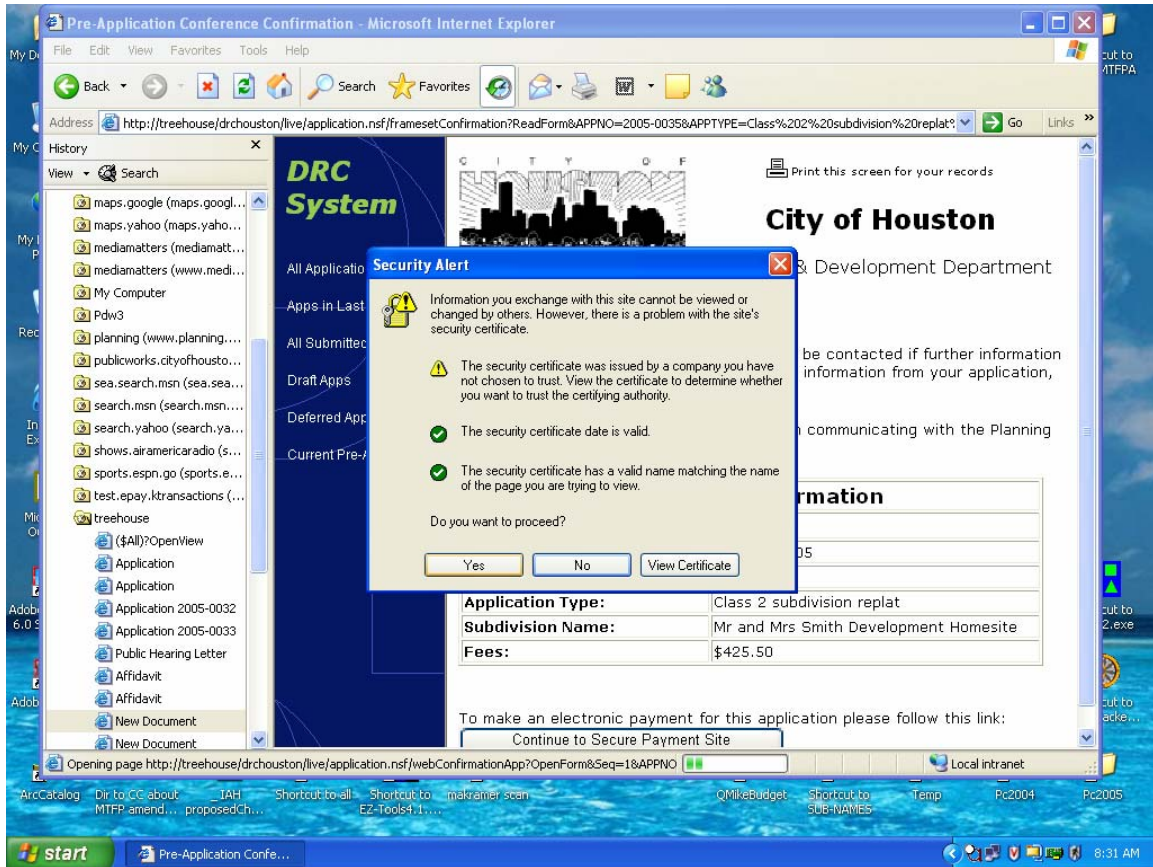
Submittal Confirmation

To proceed with paying the filing fee Click on "Continue to Secure Payment Site". A Security Certificate pop-up will appear, click on :Yes".

DRC On-line ePay Component
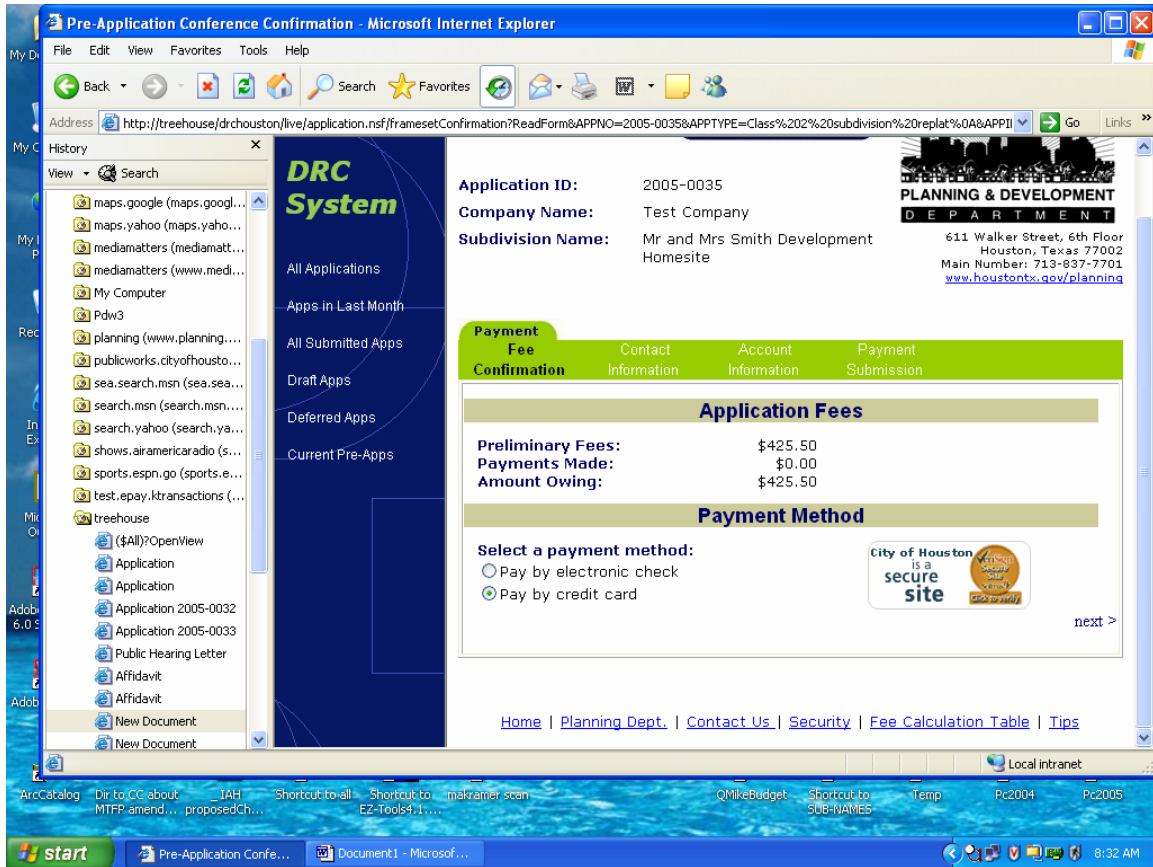
Credit Card Payment Choice Screen

On this next screen the applicant will choose the method of payment. The only option available at this time is by credit card. Credit card (American Express, Discover, Mastercard, Visa).

DRC On-line ePay Component

**Credit Card Selected – Contact Information Screen**

DRC On-line ePay Component
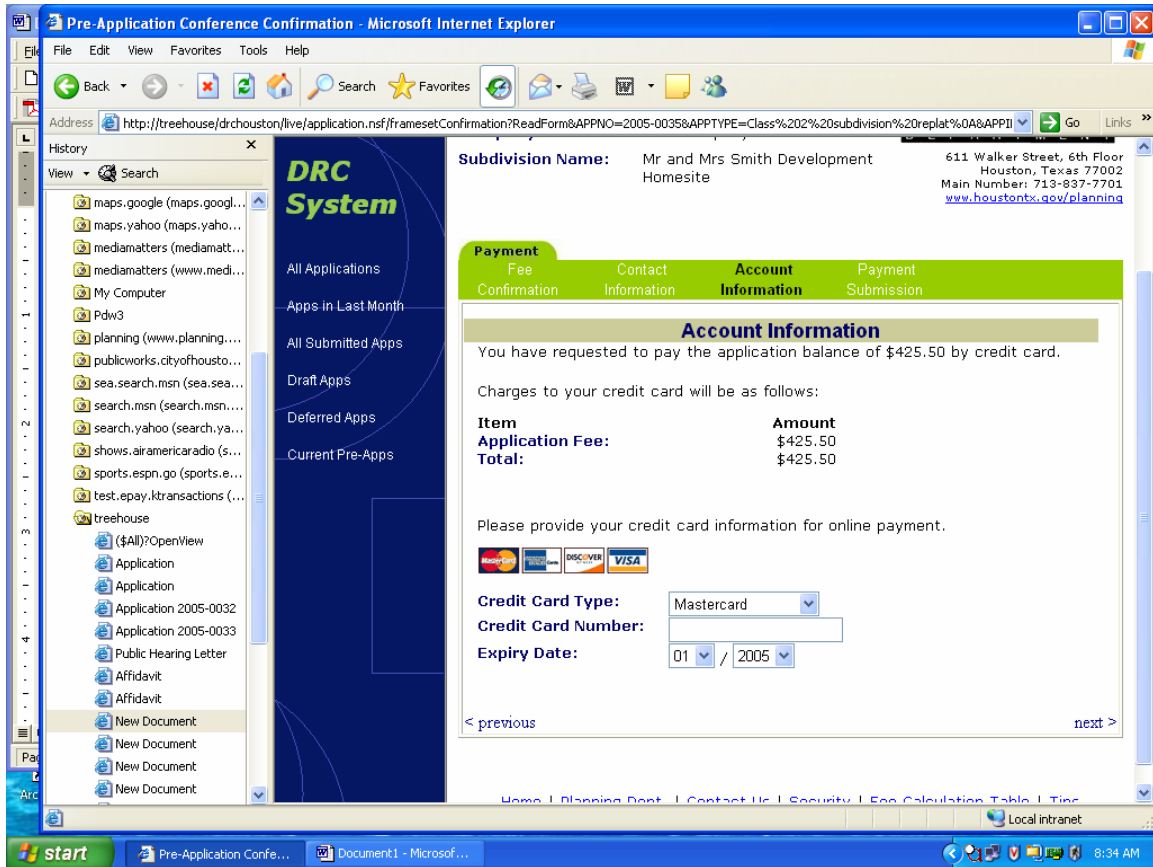
Credit Card Selected – Account Information Screen

Applicant will chose the credit type from the pull down menu, enter the account number and the expiration date as it appears on the credit card.

DRC On-line ePay Component

Electronic Check Selected – Contact Information

(Feature is not available at this time)

DRC On-line ePay Component
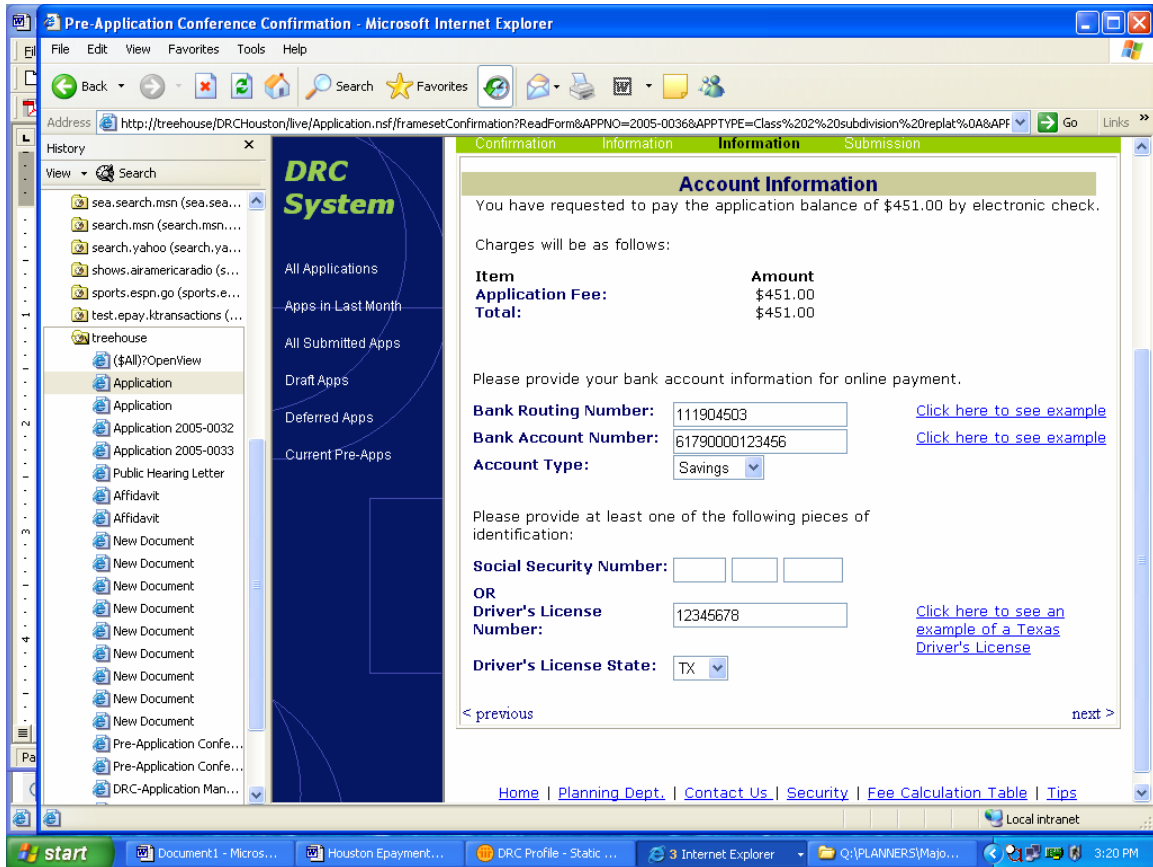
Electronic Check Selected – Account Information Screen

(Feature is not available at this time)
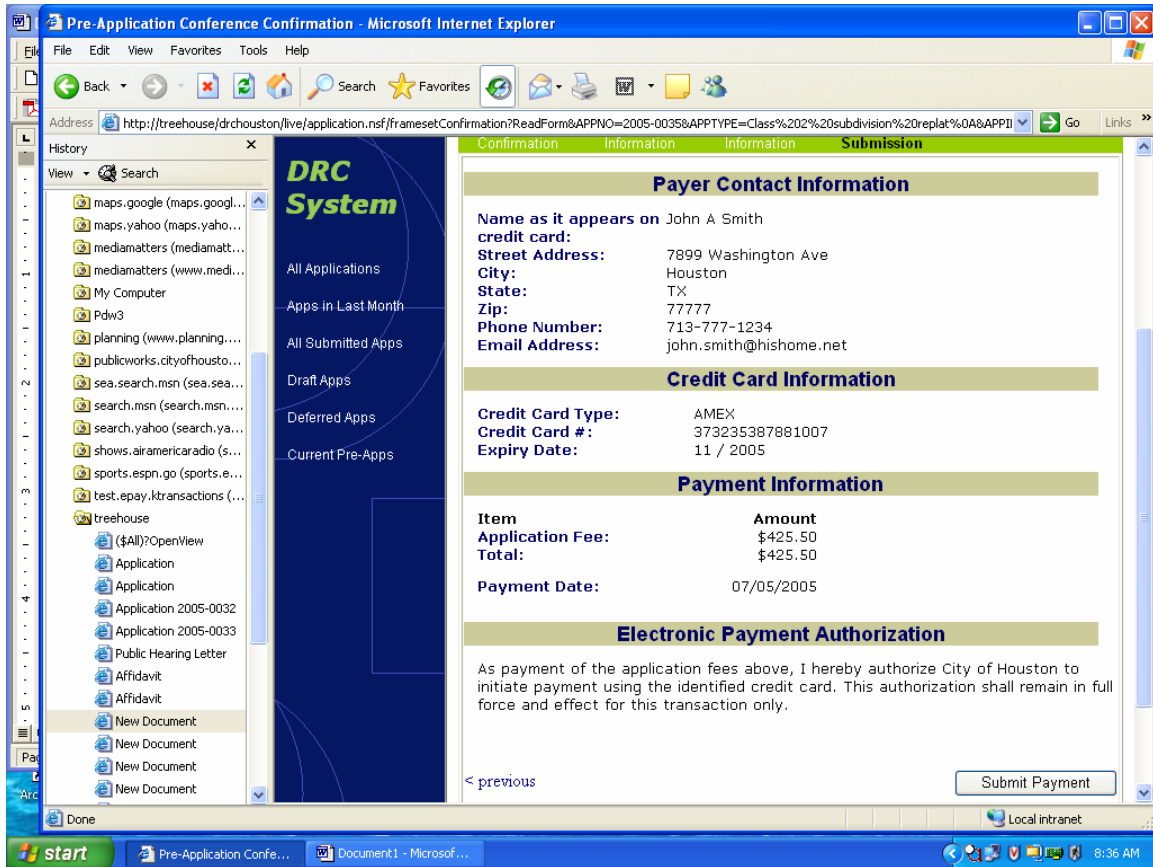If the applicant chooses to make a payment by electronic check the following information.

ABA Bank Routing Number
Account Number
Type of Account (Checking or Savings)
Social Security Number **or** Driver's License Number

DRC On-line ePay Component

Payment Submission Screen 1

This screen consolidates all the data entered from the previous screens so that the applicant can check for accuracy. If the applicant finds that some information is incorrect they should use the "<previous" link to go back to correct the erroneous information.

DRC On-line ePay Component
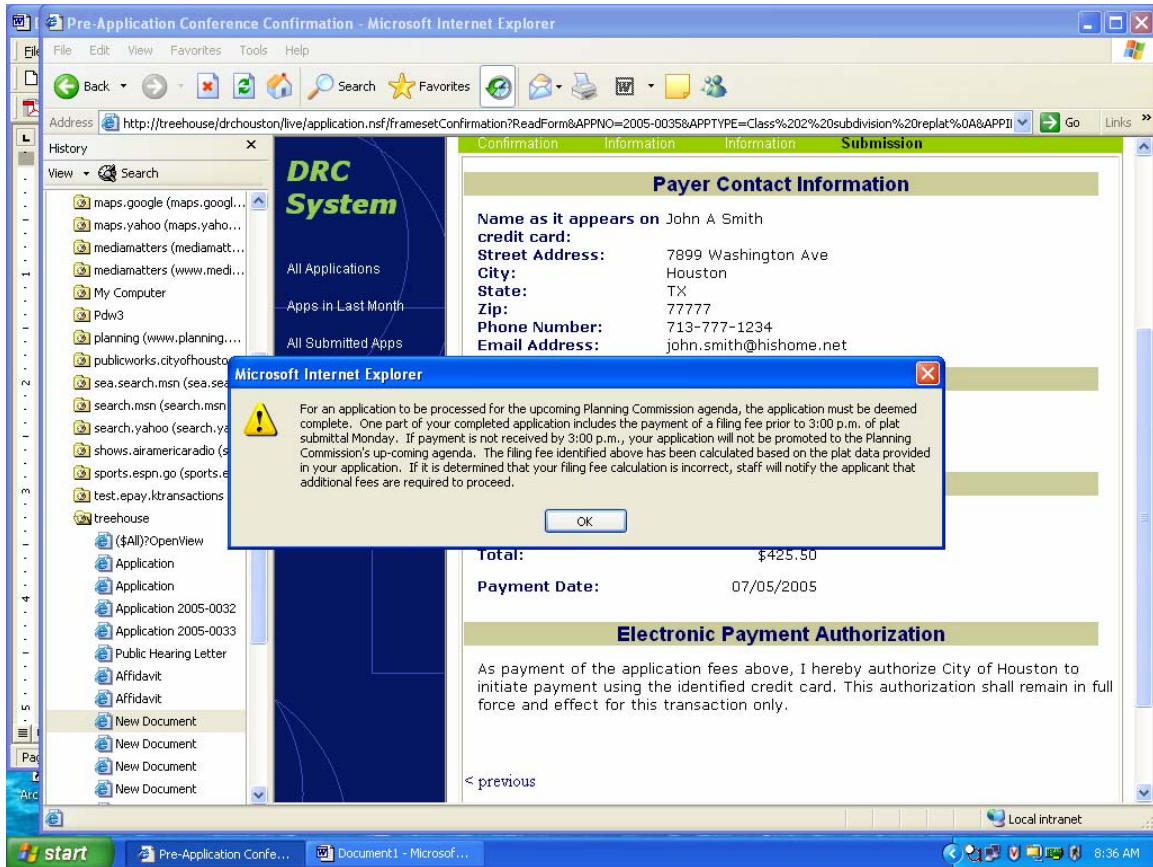
Payment Submission Screen 2

If the applicant clicks "Submit Payment" this view will appear. A pop-up message appears explaining the fees deadline policy. Once the applicant has read through the message, click OK.

Once the payment has been made a Payment Summary and Receipt view will appear. To print this view a print friendly link has been added to the top of the page.

DRC On-line ePay Component

"$" Tab View when additional fees are owed

An applicant may be notified during the "check-in" process that additional fees are due. As a part of the check-in review staff verifies the applicant's fee calculation and may determine that the amount of acreage, number of lots or amount of reserve acreage has been miscalculated affecting the overall fee amount. The applicant will want to open the application file and move to the "$" tab on the far right of the green bar. There the applicant can see how staff determined the fees and see the amount owing. To make the additional fees payment click on "Continue to Secure Payment Site". The same payment process will be followed.