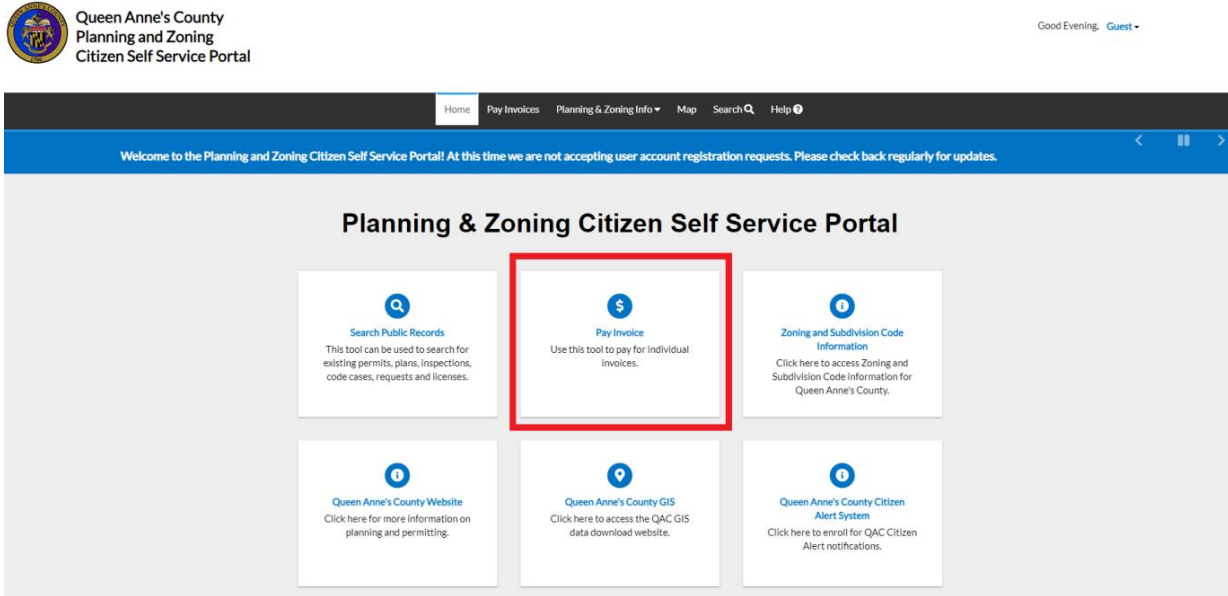


Paying Individual Invoices from the Planning and Zoning Citizen Self Service (CSS) Portal

1. Navigate to the CSS portal using the link located on the Queen Anne's County [Planning and Zoning Department website](#).
2. From the CSS portal homepage, click on the Pay Invoice tile:



3. After clicking on the tile, the Invoice Search field will display.

Invoice Search

Only issued and unpaid Invoices can be retrieved.

4. Enter the Invoice Number. **You MUST type the whole Invoice Number with all zeros included. For example, 00008995:**

Invoice Search

If you enter a valid invoice number and receive a 'No unpaid invoice found' message, then the invoice you entered has been paid.

5. Once you have entered a valid unpaid invoice number and clicked search, the system will display the digital invoice on the screen:

Invoice Number: 00008995



Invoice Total: \$0.01

Status: Due

Invoice Date: 12/02/2020

Due Date: 12/02/2020

Description: NONE

Primary Fees

Misc Fees

Payments

Attachments

Contacts

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
COPIESAND MISC	\$0.01	\$0.01		Permit	

Results per page 10 1 - 1 of 1 << < 1 > >>



Pay Now

To move forward with paying your invoice, click on the **Pay Now** button located to the bottom right.

6. After you've clicked Pay Now you will be direct to MyGovPay to make payment. You will first need to select the method of payment.
 - a. Pay with Credit Card (**NOTE: THERE IS A 2.95% SERVICE FEE ADDED TO ALL CREDIT CARD TRANSACTIONS – THIS GOES TO OUR MERCHANT FOR USE OF THIS SERVICE**)
 - b. Pay with E-Check (**NOTE: THERE IS A \$1.50 SERVICE FEE FOR ALL E-CHECK TRANSACTIONS – THIS GOES TO OUR MERCHANT**)
7. The following information will be needed to successfully submit your payment.
 - a. Pay with Credit Card
 - i. Cardholder Name
 - ii. Billing Street
 - iii. Billing Zip Code
 - iv. Card Type
 - v. Card Number
 - vi. Expiration Date
 - vii. CVV Code
 - viii. Email Address
 - b. Pay with E-Check
 - i. Bank Account Type
 - ii. Email Address
 - iii. Name of Bank
 - iv. Name on Account
 - v. Routing Number
 - vi. Account Number