Paying An Invoice

To get started, go to https://cityofedgertonks-energovweb.tylerhost.net/apps/selfservice#/home and log in.

Step 1:

Select the MY WORK on the toolbar.
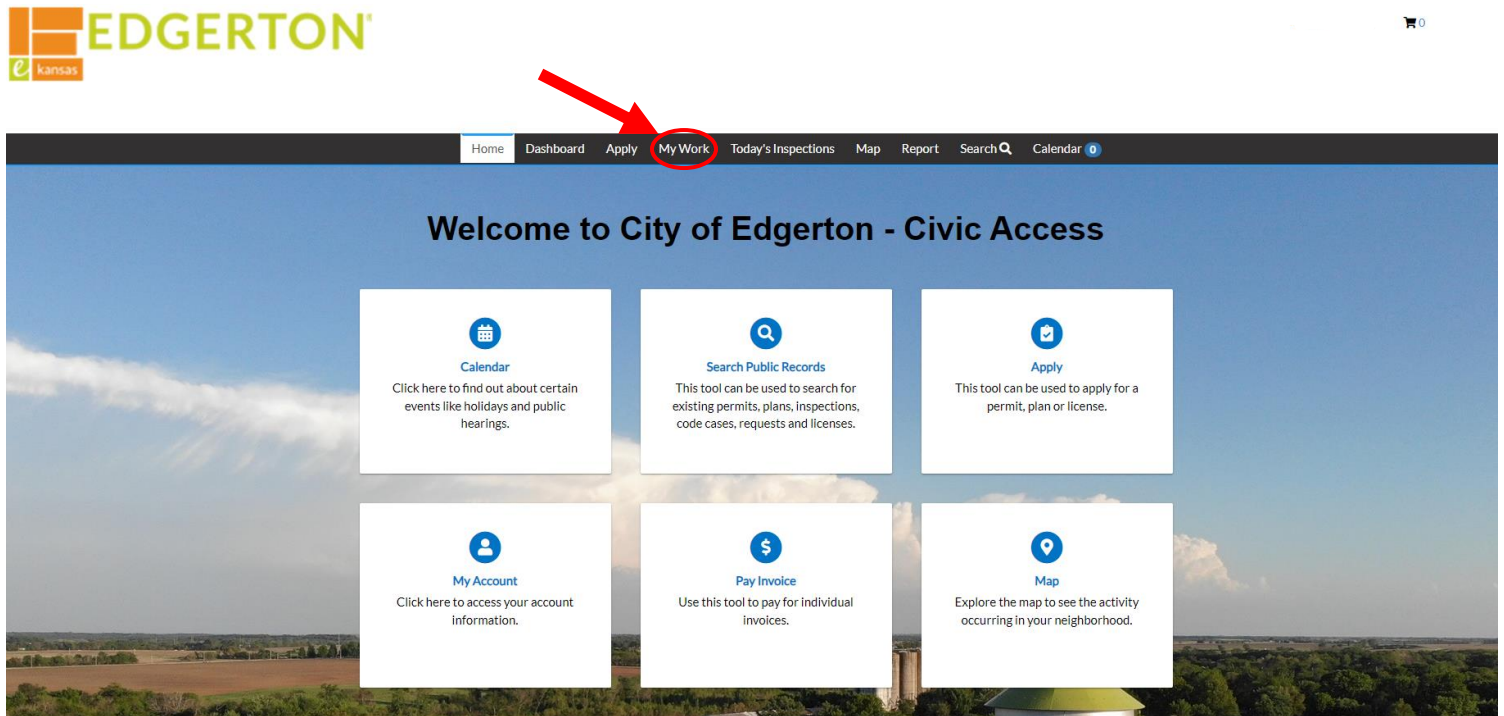
Step 2:

To see the details of the invoice, click on the invoice number.

My Work

MY INVOICES   MY PERMITS

Search...   ☒ Export to Excel

Add To Cart Display Unpaid ▾ for All Invoices ▾

	Invoice Number	Amount Due ▼	Due ▼	Status ▼	Case Number ▼	Address ▼
☐	INV-00000050	$0.02	01/27/2024	Due	BNR2023-0012	404 NELSON ST Edgerton, …

Step 3:

Select PAY NOW to pay the invoice.

◄ Back

Invoice Number: INV-00000050

Pay Now

Invoice Total:	$0.02				
Status:	Due	Invoice Date:	12/28/2023	Due Date:	01/27/2024
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
Building Permit Fee (Non-Residential)	$0.01	$0.01	BNR2023-0012	Permit	
Plan Review Fee	$0.01	$0.01	BNR2023-0012	Permit	

Results per page 10 1 - 2 of 2 << < 1 > >>

Step 4:

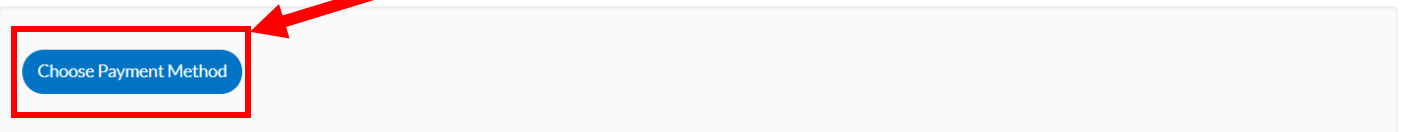**Select the CHOOSE PAYMENT METHOD to enter the card information.**

Edgerton, KS

Order Number: 14

Thursday, December 28, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000050	NONE	1	$0.02	$0.02
			Item Total:	$0.02
			Order Total:	$0.02

Payment Details

Choose Payment Method

Cancel

Step 5:

A new window will popup to enter credit/debit card information. Once completed, click CONTINUE.
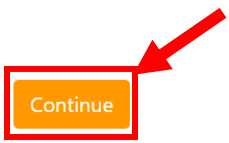
Card number

MM

YYYY

Cardholder name

Address

Billing ZIP code

Security code

Continue

Step 6:

Once the card information is added, click PAY NOW to pay the invoice.

Payment Details

Selected payment method:

Pay Now - $0.02

Step 7:

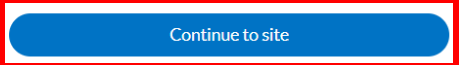**A confirmation page will pop up. Click CONTINUE TO SITE.**

**Edgerton, KS**

Order Number: 14

Thursday, December 28, 2023

Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000050	NONE	1	$0.02	$0.02
			Item Total:	$0.02
			Order Total:	$0.02

Continue to site

Step 8:

Another confirmation page will pop. To return to the permit, click MY WORK on the toolbar.

| Home | Dashboard | Apply | My Work | Today's Inspections | Map | Report | Search 🔍 | Calendar 0 |
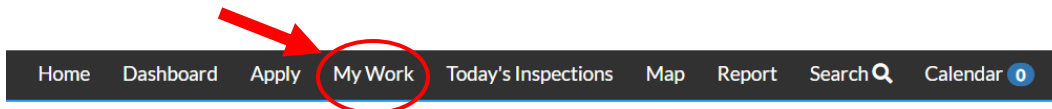
Congrats your payment has been submitted successfully!

Step 9:

Select MY PERMITS to view the permit and to access the permit by clicking the Permit Number.

My Work

MY INVOICES   MY PERMITS

Search...   ▣ Export to Excel

Display [All   ▾]   Records [Updated ▾] In [Last 1 Year   ▾]
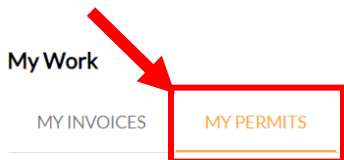
Permit Number	Project ▼	Address ▼	Permit Type ▼	Status ▼	State
BNR2023-0012		404 NELSON ST Edgerton, …	Building Non-Residential - New Construction	Submitted - Onli…	Recent, Pending