Regional San and SASD Sewer Impact Fee On-line Payment Instructions

Regional San and Sacramento Area Sewer District Sewer Impact Fee payments can now be made online through the County of Sacramento's Accela Citizens Access website.

Access and login to the on-line payment portal at: <u>https://actonline.saccounty.net/CitizenAccess/</u>.

New Users must register for an account. Select **Register for an Account** under the Login screen on the Home page. Instructions for registering an account are on page 4 of this document.

Advanced Search 👻	
Welcome to our On-line Automated System	Login
All turner of normite may be applied for colling. Commercial Decidential	E-Mail Address:
large or small. Submittal instructions can be found HERE	wisek@saccounty.nx 🗙
Please read instructions completely!! For additional help please call 916	Password:
875-5296 and press 0.	
For information on Building Permits and Inspection (BPI) Services Provided during Business Assistance Center Closure click HERE	Login
On January 1, 2020 the 2019 Building Standards Codes took effect. A brief summary of some of the changes can be found HERE	Remember me on this computer I've forgotten my password New Usens: Register for an Account
Instructions for making payments on your records can be found HERE	

1. After login, select **Search Applications** from the Sewer District section, and enter your case number. If you do not see your case number in the Record section, enter your case number in the General Search and select **Search**.

EMS	Building	
Initial Certification Renew/Search for Certifications	Apply for a Building Permit or Fee Estimate Search for a Building Permit Schedule an Impection	
Business	Rental Housing Registration/ Exemption	
Apply for a Business License Renew or Search for a Business License	RHIP Registration/Exemption Application Search Applications	General Search
Enforcement	Roads	
Search for a Record	Apply for an Encroachment Permit Search for a Encroachment Permit	
Water	Planning, Trees	Case Number:
Apply for a Temp. Const. Water Permit Search for a Water Permit	Apply for a Tree Permit or Planning Application Search for a Tree Permit or Planning Project	SICR2020-00145 X
PIN	Sewer District	
inter a PIN Code	Search Applications	Search Clear

2. Select **Fees** from the Payments pull down menu.

Record SICR2020	00145		Add to collection
Residential - Sewe Record Status: Sul	r Impa omitted	t Case	
Record Info 🔻		Payments 💌	
	Fees		

3. The results page will list all applicable fees on you case. A Pay Fees link will be visible next to all outstanding fees. Select **Pay Fees** next to the fee you wish to pay. Confirm the correct fee for payment has been selected and press **Continue Application**.

Fees						
Outstanding:						
Date 08/06/2020 Total outstanding	Invoice Number 1265183 fees: \$4.444.00	Amount \$4,444.00	Pay Fees			
Paid:				Application East		
Date	Invoice Number	Amount		Fers.	Qtv	Amount
38/06/2020	1265182	\$44.00				
38/06/2020	1265181	\$222.00		SASD Fers.	6666	54,444.01
08/06/2020	1265180	\$111.00		TOTAL FFES: \$4,444.00		
8/06/2020	1265179	\$1,111.00		Note: This does not include additional inspection fees which may be assessed later.		
08/05/2020	1265005	\$38,872.00				
		< Prev Additional Results: 12	Next >			
Total naid faor: 64	0.460.00			Continue Application =		
Jotal baid lees: 54	0.460.00					

4. Select your preferred payment option and press Submit Payment

Pay with Credit Car	d	
Pay with Bank Accord	unt	

5. You will be taken to a third party payment site to select your preferred payment method.



6. Enter the required payment information and press **Continue**. If the system senses an error it will turn the field red.

redit card e-cheo			All Fields Required	
Sector Se		Street Address	799 G ST	
Name on Card	test test	City	SACRAMENTO	
Card #	1111	State/Province	CA	
Expires		ZiPiPostali Code	95814	
Card Security Code		Country	United States	
	Card Security Code Location for Visa, MasterCard, and Discover Cards	Phone #	9168765545	
		Email Address	Email Address	
	2007 8542 VESA 0000 20/0 20/0 20/0 20/0 20/0 20/0		Top end attra of ony be and t shared off thid parties	er sammandallans samsering paar payment kird vi
	All Fields Required			

7. Review your payment information. If the information is correct, select **Submit Payment**.

		Item Type	Reference #	Amount	Subto	tal \$4,444.00		
		Sacramento County Tre	106239	4,444.00	Convenience F	ee \$101.77		
					Te	al \$4,545.77		
nent								
It Card				S	treet Address	799 G ST		
Name on Card	Tant hart				City	SACRAMENTO		
manie on Card	1234 1531			5	tate/Province	CA :		
Card #	VISA #-1111			29	Postal Code	95014		
Expires	(hidden)				Country	I indust Chains		
ard Security Code	(hidden)				County			
					Phone #	9166760545		
				6	mail Address	wisek@saccourty	net	

Once the payment has been submitted, you will be directed to the payment confirmation page. You will receive an email receipt from the vendor.

8. To print a receipt, select Print Receipt.

You will also receive a confirmation email from **act.saccounty.net** with a copy of your Sewer Permit and Fee Summary, which is needed to clear any conditions on your Building Permit.

9. You <u>MUST</u> press the **Return to Sacramento County On-Line Services web site** link for the payment to properly be applied to the Accela case, or the permit will still show a balance due.

acramento County	Shopping Ca	rt				
Transaction #: 186239				wription	Amount	Convenience Fee
Department: Treasury Cashiering	1 million		Sacramento County	Treasury Payment 186239	\$ 4,444.00	\$ 101.77
Location: Internet	Payments					
Account Holder: test test	Action					
799 G ST	Charge	Complete.	Credit Card	Visa CC# ***1111	\$ 4,444.00	\$ 101.77
SACRAMENTO, CA 95814 United States 9168765545 wisekalbaccounty.ret			a name	Subtotal: Total (Payment + Fee):	\$ 4,444.00 \$ 4,545.77	\$ 101.77
Posted Date: 08/06/2020 9:45 AM PDT Received Via: Online # of tems: 1		<u>«</u>	Return to Sa	cramento County On-Line Se	ervices web site	<u>5</u>
Cart Amount: \$ 4.444.00 onvenience Fee: \$ 101.77 Totat: \$ 4.545.77						

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New User Account Registration Instructions

Open your internet browser and navigate to: <u>https://actonline.saccounty.net</u>

Prerequisite Information

- The website supports Microsoft Internet Explorer version 10 or higher and the latest versions of Google Chrome and Firefox. The Safari browser and Microsoft Edge are not supported. Using other browsers or other versions of Internet Explorer may cause this site to not function as expected.
- You must be logged in to use this service.
- Adobe Acrobat Reader is required for viewing and printing reports, receipts and permits.
- There is a convenience fee charged by the County's 3rd-party payment processor for this service. You will have an opportunity to review the fee prior to completing your payment.

1. Select **Register for an Account** as shown below:

SACRAMENTO	Live / Visit Business Government
Online Automated System	E Online Services * St Department Links *
	Announcements Accessibility Support Register for an Account Login
	Search Q*
Home EMS Rental Housing	

2. Read the General Disclaimer

- a. Check the box that you have accepted the terms
- b. Select Continue Registration.

Advanced Search 👻	
ccount Registration	
ou will be asked to provide the following information to open an account:	
Choose a user name and password	
Personal and Contact Information	
License Numbers if you are registering as a licensed professional	
ou are required to review and accept the terms below before continuing.	
Terms and Conditions are subject to change without notification.)	
General Disclaimer	^
All applications/submittals will be reviewed by County staff prior to acceptance. An	
application is not complete upon initial submittal. Applications/Submittals are not	
complete until applicable requirements, conditions, and fee payments have been	
met	
While the County attempts to keep its web information accurate and timely, the	Ť
These and and second differences in	
I mave read and accepted the above terms.	

- 3. Complete the Login and Contact Information sections in Step 2 of the ACA Account Registration.
 - a. Select **Add New** to select and add the applicable contact type.
 - i. If you are unsure of the contact type, choose Applicant.
 - b. Select Continue Registration when complete.

Account Registration Step Enter/Confirm Your Accou	2: nt Inform	ation		indicates a required fiel
ogin Information				
E-Mail Address:	Ø	*Repeat E-Mail Address: uisel@taccounty.net		
Password:	Ø	Type Password Again:	0	Note: You can fin
Enter a Security Question:	0	*Answer:	0+	more information
Contact Information				question by clicking the
Proose frow to NE in your contact informatio	n.			Duttons

	Accounts Payable Agent Agent Annual Applicant Architest Contact Attomay	
*Type: -Select- •	Billing Info Bulking Representat Buyer Complianant Complianant Composite Officer DER Analyst Developer Employee ID Energy Athen	ive
Continue Discard Changes	Engineer Facilitator FBN Ovmer Gesteck Engineer Individual Lead Panner Legal Vehicle Ovmer Lesse Mailing Address	

- 4. Enter the required contact information and
 - a. Select **Continue** when complete.

First:	Middle:	*Last: Name o		f Business:		
Address Lin	e 1:	*City:		*State:	*Zip:	
Home Phone:		Work Phone:	Work Phone:		н	
E-mail:		Driver's License Number:		Driver's License State:		

5. The below message will appear, select **Continue**.



- 6. To complete your registration, select **Continue Registration**.
 - a. Your account has been created and you can login to the on-line payment portal

7. Login to your User Account

a. Enter your E-Mail address and password, and then click the "Login" button:

Home	
Please Login Thank you for registering for an Automated Permit System Public User account. Your account has been verified. You can now login by entering your e-mail address	Login E-Mail Address:
and password then clicking the Login button. If you are having trouble logging in to this site or have received this e-mail in error, please contact the County of Sacramento at <u>apsadmins@saccountv.net</u> as soon as possible.	b@c.com Password:
	Login »
	Ive forgotten my passwor New Users: Register for an Accourt

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