

Pay My Bill

(Un-registered user)

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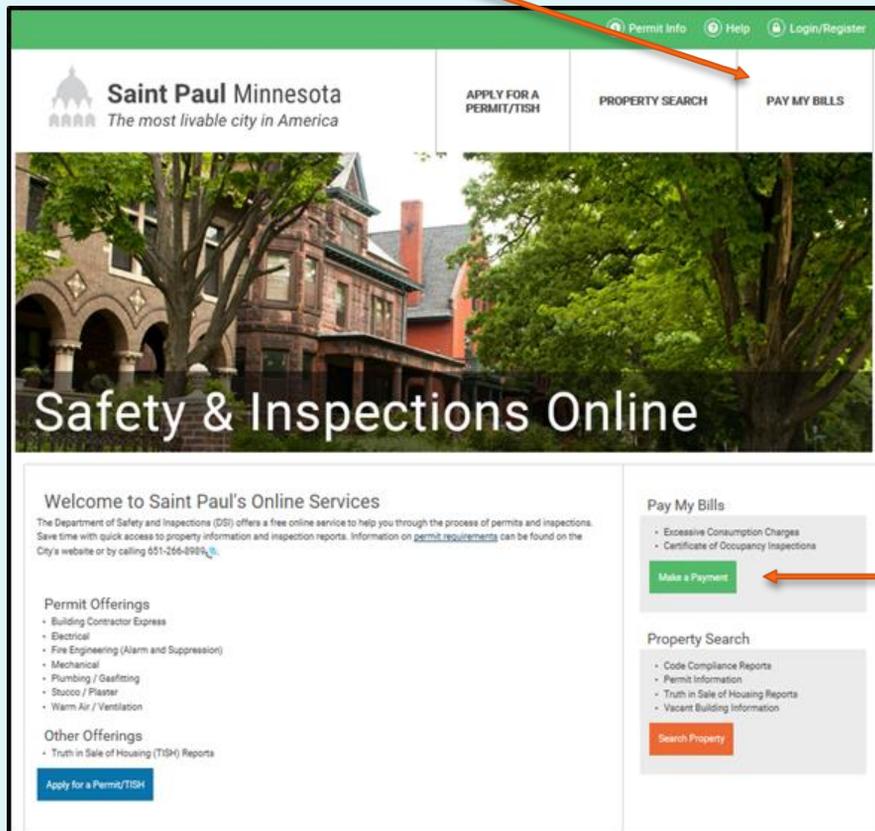
To use the unregistered user pay my bills feature, you must have your invoice *and* customer number, which can be found on your bill from the City's Department of Safety and Inspections.

Forms of payment accepted online include credit or debit:



Discover, Visa, MasterCard, and American Express

- To pay a bill, select **Pay My Bills** located in the top menu, or **Make a Payment** within the Safety & Inspections Online main page



Pay My Bill (Continued)

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- Enter the **Customer Number** and **Invoice Number** provided on your invoice, and select **Next**

Pay My Bill

Customer Number: (required)

AND

Invoice/Bill Number (required)

Next

- If there are multiple invoices associated with the customer number provided, all will display.

My Permit Fees							
Select to Pay	Bill Date	Bill Number	Folder RSN	Folder Type	Property Address	Total Amount Due	Detail
<input type="checkbox"/>	MAY 10, 2016	1178704	4166664	Building Permit	<input type="text"/>	\$0.50	Detail
<input type="checkbox"/>	MAY 10, 2016	1178700	4166655	Electrical Permit	<input type="text"/>	\$0.00	Detail
<input type="checkbox"/>	MAY 10, 2016	1178699	4166654	Building Permit	<input type="text"/>	\$67.27	Detail
<input type="checkbox"/>	MAY 10, 2016	1178698	4166654	Building Permit	<input type="text"/>	\$67.27	Detail



- Select the bill(s) you would like to pay

Pay My Bill (Continued)

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- To pay selected fees, click **Pay My Bill**

Select to Pay	Bill Date	Bill Number	Folder RSN	Folder Type	Property Address	Total Amount Due	Detail
<input checked="" type="checkbox"/>	MAY 18, 2016	1178838	4165145	Certificate of Occupancy	1270 MONTREAL AVE	\$294.00	Detail
<input checked="" type="checkbox"/>	MAY 16, 2016	1178819	4165147	Certificate of Occupancy	1270 MONTREAL AVE	\$294.00	Detail
Select to Pay	Bill Date	Bill Number	Folder RSN	Folder Type	Property Address	Total Amount Due	Detail

Total Amount Due: \$588.00 Select/Deselect All

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- Confirm total and select **Proceed to Secured Payment Page**

Total Amount Due: \$588.00

[Previous](#) [Proceed to Secure Payment Page](#)

- You will be directed to make your secured payment

Order summary
Total (USD): 70.79

Pay with credit or debit card

Card Number

Expiration Date /

[Pay Now](#)

Pay My Bill (Continued)

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- Once the payment has been processed, you will be brought to a confirmation page stating that you have successfully made your payment.
- You will not receive an emailed receipt, so please print or save this conformation for your records.

The screenshot shows a web browser window with a green header bar containing links for "Permit Info", "Help", and "Login/Register". Below the header is a navigation bar with the Saint Paul logo and the text "Saint Paul Minnesota The most livable city in America". To the right of the logo are three menu items: "APPLY FOR A PERMIT/TISH", "PROPERTY SEARCH", and "PAY MY BILLS". The main content area features a large photograph of a historic brick building with a prominent tree in the foreground. Overlaid on the bottom of the photo is the text "Safety & Inspections Online". Below the photo is a confirmation message: "You have successfully made your payment". The message includes the following details: "Your payment transaction was successful! Thank you.", "Payment Number: A70F9AD02E1E", "Bank Approval Code: 010101", "Total amount paid : \$73.00", and "Your permit and/or receipt will be emailed to you.". A button labeled "Return to Members Page" is located below the message. At the bottom of the page is the DSI logo and the address "375 Jackson Street Suite 220 | Saint Paul, MN 55102 | 651-266-8989". A footer bar contains the text "Home | StPaul.gov | Department of Safety and Inspection | Report an Incident".