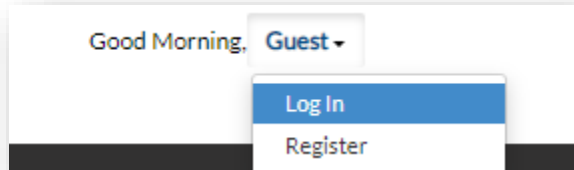


Make a Payment

For existing permits or plans

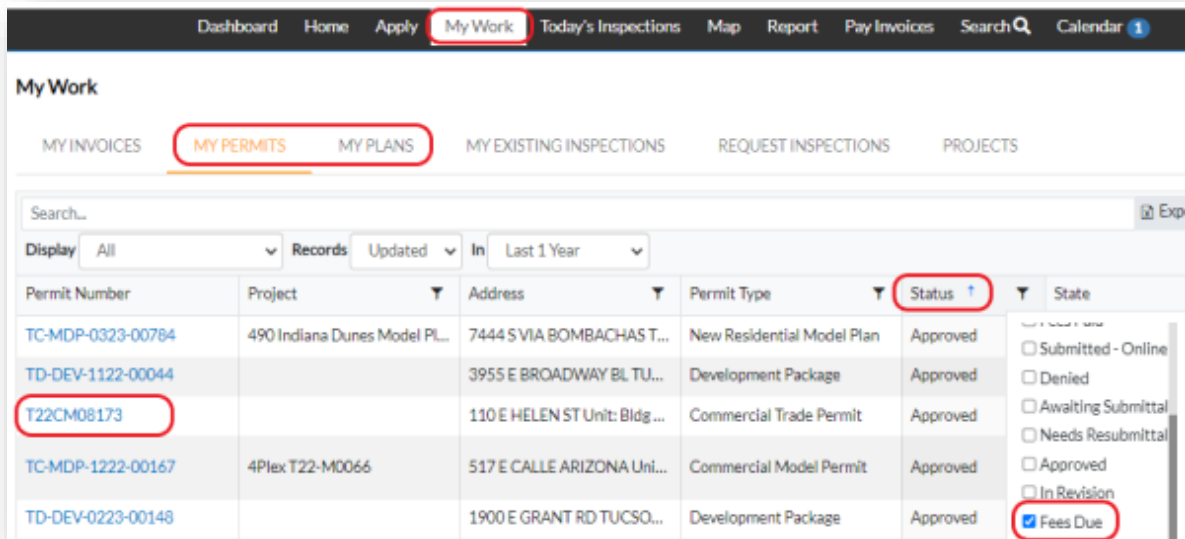


1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.

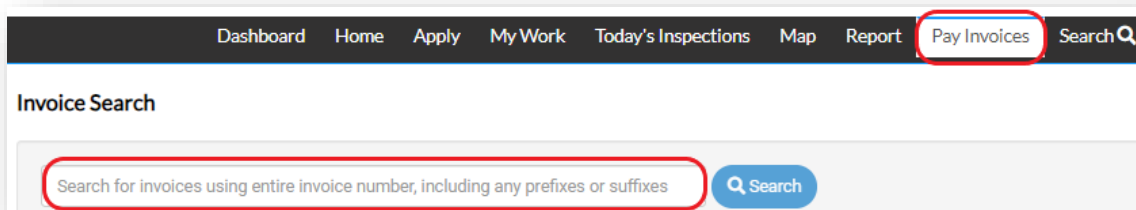


Locate an Existing Invoice

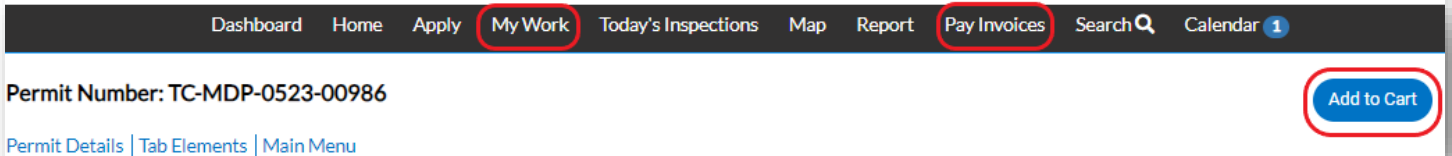
1. Click the **"My Work"** tab or use the search bar to locate the permit or plan.
2. Use the "Status" filter if needed.
3. Click the **blue permit or plan number hyperlink** to go to the details screen.



4. If you only have the Invoice Number use the **"Pay Invoices"** tab.

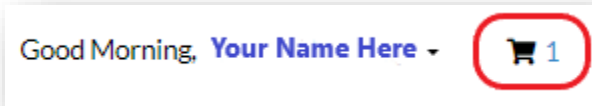


5. **Add to Cart** for all items listed on the invoice.



6. Your Cart will be updated on the top right-hand side of the screen.

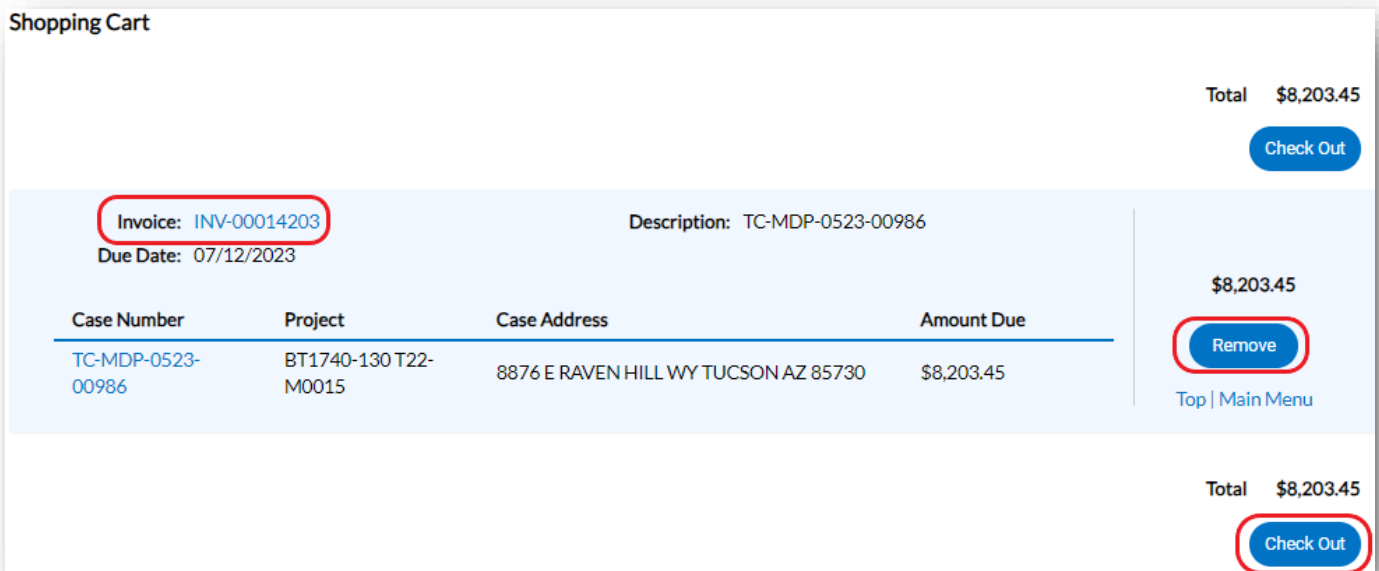
7. Repeat the steps to add additional invoices to your cart if needed.



Check Out and Submit a Payment

Once you have added all the invoices to your cart you can review the fees by clicking the Invoice Number or remove invoices from the cart.

8. Click the **“Check Out”** button to be redirected to the city payment portal.



9. Click **“Continue”**.



10. Enter your credit card information and click **“Okay”**.

11. **Billing Contacts** will receive a copy of the receipt.