PURPOSE
To guide customers through the process of making an online payment for any Building Permit, Planning Project, Code Enforcement, Contractor Licensing, and Miscellaneous Fee payment slip.

GENERAL INFORMATION
- You must be a registered user to use the online payment system. “How to Register” on the GMD Portal website: https://cvportal.colliercountyfl.gov/cityviewweb
- Fees paid within the GMD Public Portal
- The Portal allows customers to use the My Items link to select several application fees at one time, or Status and Fees to open individual applications to add fees to the Shopping Cart.
- The Portal accepts eCheck/Bank Account, Credit Cards (Visa, Master Card, American Express, Discover) and Debit Cards (Visa or Master Card).
- There is a convenience processing fee of 2.89% per Credit Card transaction
- There is a convenience processing fee of 0.50 cents for ACH or Echecks per transaction

PROCEDURE
1. Go to the GMD Public Portal: https://cvportal.colliercountyfl.gov/cityviewweb
   a. Click Sign In
   b. Enter an email address and password, Click Login
   c. Enter Security Code, Click Submit
There are two ways to Add fees to the Shopping Cart: My Items, which allows you to select several application fees at one time or Status & Fees, which allows you to pay fees for one application.

2. My Items – Allows you to select several application fees to pay at one time
   a. Click My Items
   b. Click the arrow next to the application submittal type
   c. Locate the permit number
   d. Click the radio button Add Fees to my Cart
   e. Remove Fees: Click the radio button
   f. To view all Fees: Click Here, takes you to Shopping Cart
3. **Status & Fees**
   a. Click Status and Fees link for the division you received the payment slip for or
   b. Click Search for Miscellaneous Fees
c. Enter all or part of a permit number, Click Go

Search for Permits

Enter all or part of a permit number, address, Parcel number or name/address of a contact on the permit and then click the go button.

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3c

3b

3a

c.

d. Permit Application Status Page loads

e. Scroll down to fee tab, Click the arrow to open

f. Click Link “Add Fees to Cart” all payable fees added to the cart.
Note: The Add fees to My Cart link changes to Remove Fees from my Cart. To remove the fees you added, Click Remove fees from my Cart link.

g. Click Remove Fees from my Cart

### 4. Shopping Cart – Displays all fees added to the cart
   a. Scroll to top of page
   b. Click My Shopping Cart (if fees were added you will see a number in parentheses)
You Can

c. Select All Fees or Deselect all Fees
d. Select or deselect individual fees by clicking the checkbox under Pay
e. Remove all fees from the cart
f. Click Make Payment

Note: Any fee listed that is related to Non-Sufficient Funds (NSF) or Automated Clearing House (ACH) Return cannot be unselected and must be paid in full.

5. Make a Payment
   a. Click Make a Payment
   b. Enter payment information
c. Click Cancel to return to Shopping Cart

d. Click Continue to make payment and receive confirmation

Note: The system will not allow you to move forward unless **ALL FIELDS EXCEPT OPTIONAL ARE FILLED OUT.**

- **Make Payment**
- **Enter Payment Information**
- **Optional**
- **City**
- **State**
- **ZIP Code**

- **Payment Method**
- **Credit Card**
- **Debit Card**

- **Continue**
- **Cancel**

- e. Review Confirm Payment information
- f. Check Payment Authorization Information Box
- g. Click Back to go back or Cancel to cancel transition
h. Click Pay to make payment

![Payment Confirmation Screen]

i. Payment Receipt loads

j. Click Print to print a receipt. This is the version to keep for your records to confirm that a payment was received.

k. Click Back to Home or