

My Invoices

Paying an invoice after submitting a permit application:

1. Your application has been submitted and a permit number has been generated. Click “Add to Cart” to pay initial permit fee. You can also click on “Continue to permit” to view your permit details.

✔ **Your permit was successfully created!**

Your application was successfully submitted. Please proceed to pay permit fees. Note: Payment of initial permit fee is required prior to application review.

[Continue to permit](#)

Fees

\$75.00

[View Details](#) [Add to Cart](#)

If you choose to continue to your permit case, you can click “Add to Cart” within the permit details page to add invoice to your cart.

Permit Number: 19-030257-GEN

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

[Add to Cart](#)

Type: Electrical Generator Status: 10 - Received JCDS

2. When you are ready to make a payment, click “Check Out.”

Shopping Cart

Total **\$75.00**

[Check Out](#)

Invoice: 00073488 Description: NONE
Due Date: 06/06/2019 Billing Contact: TOWN OF JUPITER - BUILDING PERMITS (Department, Building)

\$75.00

[Remove](#)

Case Number	Project	Case Address	Amount Due
19-030257-GEN		210 MILITARY TRL Jupiter FL 33458	\$75.00

[Top](#) | [Main Menu](#)

Total **\$75.00**

[Check Out](#)

3. Enter your payment information then click "Make Payment."

Payment Tip: Make sure to include the "/" when entering in the expiration date.

Payment Method Information

Payment Method
Credit Card

Credit Cards

VISA
MasterCard
AMERICAN EXPRESS

Card Number
Please enter your card number

Expiration Date
MM/YYYY

CVV ?

Card Holder Name
Please enter your card holder name

Billing Zip Code
Billing Zip Code

Review Payment

Total Amount **\$154.25**

Cancel Payment **Make Payment**

4. A confirmation screen will appear upon payment. Print for your records.

TOWN OF JUPITER

One Time Payment

Payment Receipt

Thank you. The following payment has been successfully submitted.
Your payment has been accepted.

Payment Details			
Confirmation Number	37461337		
Payment Date	June 14, 2019 3:39:21 pm		
Payment Components	Item Description	Quantity	
Invoice # 00077853	NONE	1	\$154.25
		Item Total:	\$0.00
		Service Fee:	\$0.00
		Tax:	\$0.00
Payment Method	MasterCard		
Card Number	*****5454		
Payment Amount	\$154.25		

Print This Page Back To Home

Dashboard- My Invoices

Clicking the circles or “View My Invoices” provides a detailed invoice list which is organized by invoice number, date, status, case number and address.

Invoices can be sorted by Unpaid, Paid, or Voided. The shopping cart allows JCDS users to view, add, pay or remove invoices and displays single or multiple cases associated with each invoice.

The screenshot shows the 'My Invoices' dashboard. At the top, there are three filter buttons: 'Unpaid' (highlighted with a red box), 'Paid', and 'Voided'. Below the filters, there is a search bar with the text 'Search for invoice number, case number, or address' and a search icon. To the right of the search bar is an 'Exact Match' checkbox. Below the search bar, there is a 'Display' dropdown menu set to 'All Invoices' and an 'Export' button. To the right of the 'Display' menu is a 'Sort' dropdown menu set to 'Amount Due'. Below these elements is a table with the following data:

Invoice Number	Amount Due	Status	Case Number	Address	Select All
00077853	\$154.25	Due	19-032799-AC	210 MILITARY TRL Jupiter, FL 33458	<input type="checkbox"/>

Below the table, there is a pagination control showing 'Results per page 10' and '1 - 1 of 1'. At the bottom right of the dashboard, there is an 'Add To Cart' button. A red arrow points from the 'Unpaid' filter button to a detailed view of the invoice summary.

My Invoices

Current	1	\$154.25	Add To Cart
Past Due	0	\$0.00	Add To Cart
Total	1	\$154.25	Add To Cart

[View My Invoices](#)

For a detailed invoice description (fee breakdown), click on the invoice number.

The screenshot shows the 'Primary Fees' table for invoice 00077853. The table has the following data:

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
DBPR State Surcharge - QTA	\$2.25	\$2.25	19-032799-AC	Permit	TOJ - DBPR State Surcharge - Quick Turnaround ((Estimated Valuation x 2%)*1.5%)
DCA State Surcharge	\$2.00	\$2.00	19-032799-AC	Permit	TOJ - DCA State Surcharge - 1% of permit fee
Jupiter Permit Fee - QTA	\$150.00	\$150.00	19-032799-AC	Permit	TOJ - Jupiter Permit Fee - Quick Turnaround (Estimated Valuation x 2%)

Below the table, there is a pagination control showing 'Results per page 10' and '1 - 3 of 3'. At the top right of the table, there is a 'Sort' dropdown menu set to 'Fee Name'.

Paying an Invoice from Dashboard:

1. Select an invoice from the list and click “Add To Cart.”
2. From the shopping cart, you can pay all invoices at once or individually. Select “Remove” to delete any invoice.
3. Select “Check Out” when ready to make a payment. It is recommended to check invoice number and permit number to make sure you are paying the correct invoice.

Shopping Cart

Total \$154.25
Check Out

Invoice: 00077853
Due Date: 07/14/2019

Description: NONE
Billing Contact: DOHERTY, Kellie

Case Number	Project	Case Address	Amount Due
19-032799-AC		210 MILITARY TRL Jupiter FL 33458	\$154.25

Remove

Top | Main Menu

Total \$154.25
Check Out

4. Enter payment information and click “Make Payment.”

Payment Tip: Make sure to include the “/” when entering in the expiration date.

Payment Method Information

Payment Method
Credit Card

Credit Cards

VISA
MasterCard
AMERICAN EXPRESS

Card Number
Please enter your card number

Expiration Date
MM/YYYY

CVV ?

Card Holder Name
Please enter your card holder name

Billing Zip Code
Billing Zip Code

Review Payment

Total Amount \$154.25

Cancel Payment

Make Payment

5. A confirmation screen will appear upon payment. Print for your records.

 TOWN OF JUPITER

One Time Payment

 **Payment Receipt**

Thank you. The following payment has been successfully submitted.
Your payment has been accepted.

Payment Details			
Confirmation Number			37461337
Payment Date			June 14, 2019 3:39:21 pm
Payment Components			
Invoice #	Item Description	Quantity	
00077853	NONE	1	\$154.25
			Item Total: \$0.00
			Service Fee: \$0.00
			Tax: \$0.00
Payment Method			MasterCard
Card Number			*****5454
Payment Amount			\$154.25

[Print This Page](#) [Back To Home](#)