Step 1

From the Planning and Development web page navigate to “Online Services and Information” – “Electronic Plan Review” or just use the following URL http://phoenix.gov/epr. At the bottom of the landing page click on the get started link.
Step 2

Click on the “Online Payments” link to prompt the log on screen.

Step 3

Log into the P&D Online system. If you have not already created an account, click on the “Register Now” button at the top of the page and submit your request.
Step 3  Type in the Plan Review or Permit type and number and click “Search”. It is recommended you search by the plan review number even if it is a permit you desire to pay for. Below is an example of what you may see. If it is “Expired” or “On hold” you will need to call 602-534-5934 for more information. Click “Add To Cart” next to the desired plan review or permit. “Add To Cart” will change to “Remove From Cart”. Click “Proceed to Online Payments Checkout”.

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934
Step 5

Verify the desired items are correct and click "Pay Online with Credit Card"

To meet new credit card security requirements, the "Billing Information" address on the next screen must now match the credit card billing address or the transaction will be declined.

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934
Step 6

Complete all required fields. The Billing Information will auto populate using your user profile information. The billing address below must match the billing address associated with the credit card or the transaction will be declined. Click “Next”.
Step 7

Select credit card type. Enter card number and expiration date, click “Next”.

![Payment Details](image)
Step 8

Review all information and click “Pay”
Payment Process is Complete

You can click on “Receipt: xxxx” to view and print the receipt. If a construction permit has been paid for you will also get the “Print Permit” option to view and print the permit.

Thank you for your payment. An electronic receipt has been sent to your email.

If this payment is related to an electronic plan review, you must complete your ProjectDox Workflow Portal Task for City staff to be notified the project requires action.

Online Transaction Information:
- Transaction Authorization Code: 123456
- Transaction Reference ID: 8a09e10f49b56a1c501495761412e003a
- Total Amount Paid: $300.00
- Card Type: 091
- Card Number (partial): xxxxxxxxxx1111

Billing Information:
- Jason Turnbaugh
- 200 W Washington St
- Phoenix 85003 US
- jason.turnbaugh@phoenix.gov

Plan Review / Permits Paid for in this Transaction:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL PERMIT FEE</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Total: $150.00

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934
You will also receive two emails for your records like the ones below. The first email below is from the payment processing company, CyberSource.

```
Receipt of Payment

Online Transaction Information: 123456
Transaction Authorization Code: $ 300.00
Total Amount Paid: 2014-10-28T154302Z
Transaction Time Stamp: 001
Card Type: xxxxxxxxxxxxx1111
Card Number (partial):
Billing Information:

Jason Turnbaugh
200 W Washington St
Phoenix, AZ, 85003
US

Transaction Items:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Payment Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>T617708-COMMERCIAL PERMIT FEE</td>
<td>$ 150</td>
</tr>
<tr>
<td>2</td>
<td>T617709-COMMERCIAL PERMIT FEE</td>
<td>$ 150</td>
</tr>
</tbody>
</table>

Thank You For Your Payment.

Transaction Reference ID: ba00e10f4955041cb0349576142a003a
Disclaimer: Please do not respond to this automated message via email. This message contains confidential information and is intended only for Jason Turnbaugh.
```
This email is from the City of Phoenix and provides links to view and print the receipt and permit.

Plan Review / Permits Paid for in this Transaction:
The following fees were paid for BLD - T617708

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL PERMIT FEE</td>
<td>$ 150.00</td>
</tr>
</tbody>
</table>

Total: $ 150.00

The following fees were paid for BLD - T617709

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL PERMIT FEE</td>
<td>$ 150.00</td>
</tr>
</tbody>
</table>

Total: $ 150.00

If this payment is related to an electronic plan review, you must complete your ProjectDox Workflow Portal Task for City staff to be notified the project requires action.

***These transactions will be reviewed and additional action and or payment(s) may be required.

For Support Contact Planning & Development, Payments & Submittals Section at 602-534-5934