

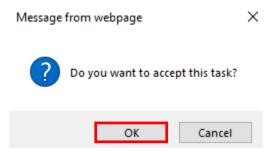
Completing the Fee Payment Task sends the City of Phoenix an email indicating the project is ready to be scheduled for plan review. If this task is not completed the City is un-aware of your payment and the need for your project to be scheduled for plan review.

Completing the Fee Payment Task

- 1. Log in to the ProjectDox system and find your project by clicking on the "Task (PD) button on the left side of the screen.
- 2. Click on the "FeePayment" link underneath the Task column.

oject <mark>Dox</mark>	9								
					Hor	ne Q. All	Tasks Create Proje	ct All Reports	Profile Logout
Tasks (PD) Projects									
Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	
T81936-LPRN	FeePayment	APPLICANT	Pending			10/3/2018	10/3/2018		

3. A popup box will appear. Click "OK" to launch the EForm.



4. After the EForm loads, scroll down to the bottom of the page. Click the "Complete Task" button if all outstanding fees have been paid.

TRT/DOC/00840

City of Phoenix PLANNING & DEVELOPMENT DEPARTMENT											
Application Information (Building)	Workflow Info	Workflow Information Plan Review Resources Routing S									
	Applicant - ComMulti-Std - 10022018141407				Emergency Lighting:	N					
	Plan Review #:	T81936			Est. Value, New Construction:						
	Permit Name:	NEW BUILDING			Hillside:						
	Permit Type:	LPRN			Building Use Code:		EA+2				
	Project Address:		ARD PLAN DR	_		Sprinkler:					
	Alarm: Square Footage:	N 200			Suite #:						
	Bldg/Unit #:	200				Total Valuation: Parcel #:	122 STANDARD PLAN				
	-	EIB			PID:		2537246				
Description of Work:							~				
Please pay all required fees.											
KIVA PERMIT #											
Online Payment Site		Clic	k Here								
			COMMENTS LC	G							
CATEGORY: EPR COMMENTS: ADD COMME	ENT		1	< >							
KEYWORD FILTER:	EAR										
							Complete Task				

You have completed the FeePayment task. You may now return to the home screen by clicking the "Home" button or log off the system by clicking the "Logout" button.

The ProjectDox system will continue to communicate with you using your ProjectDox user ID email address. Emails will be sent whenever you are responsible for completing a task.

Contact EPR staff at 602-534-5933 or epr.support@phoenix.gov if you have any questions.