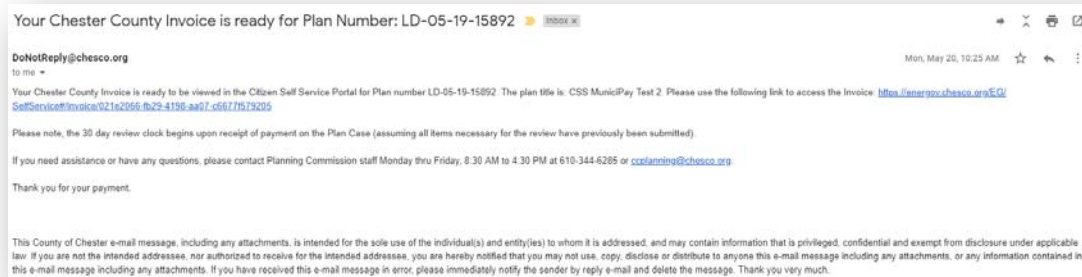
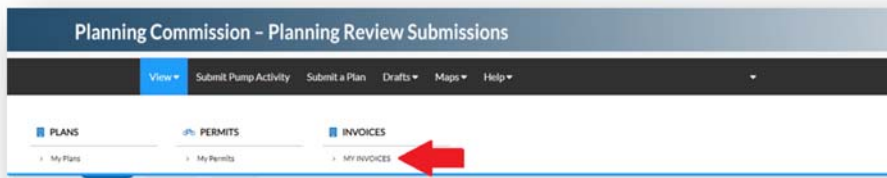


## How to Submit a Payment

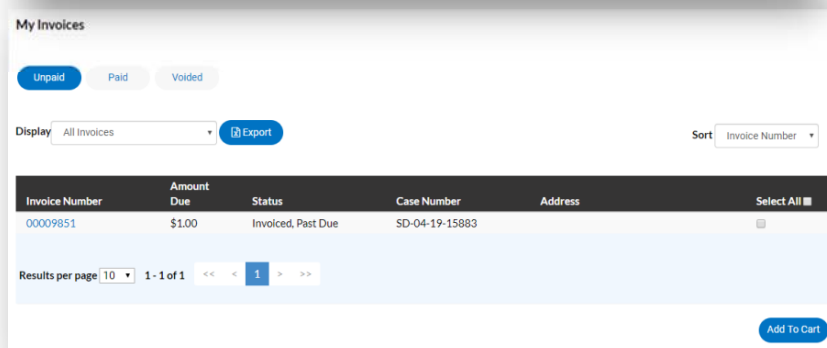
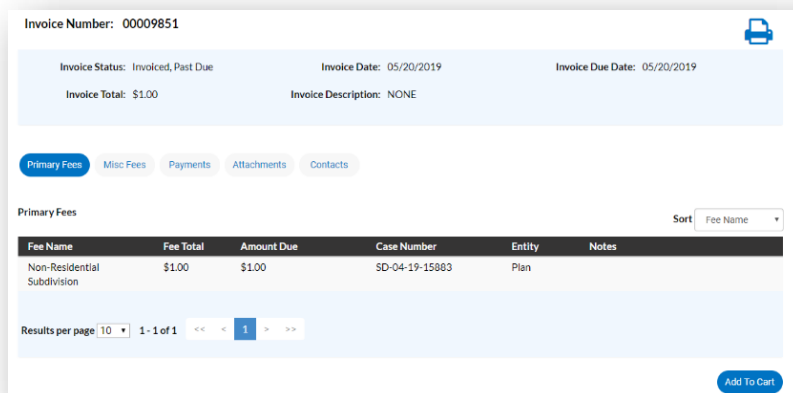
**IMPORTANT:** the 30 day review clock begins when the complete submission is received - the plan, the Act 247 Municipal Signature Form, [linked here](#), and your payment ([Act 247 Fee Schedule](#)). **Note:** Upon plan submittal, you will receive an Invoice. If you have not received an Invoice within 3 business days, please contact us at 610-344-6285 or [ccplanning@chesco.org](mailto:ccplanning@chesco.org).



**1:** After logging into the **Chesco Self Service**, <https://chesco.org/css>, click the **View** menu and click **My Invoices**.



**2:** Click the **Invoice Number** link that corresponds with the plan you submitted or place a check mark in the box on the right of the screen to make payments on multiple invoices. Then click **Add To Cart**.



3: Review the details on the **Shopping Cart** page and then click **Check Out**.

Shopping Cart

Total \$1.00

Check Out

Invoice: 00009706  
Due Date: 04/24/19

Description: NONE  
Billing Contact:

Case Number	Project	Case Address	Amount Due
SD-04-19-15883			\$1.00

Remove

Top | Main Menu

Total \$1.00

Check Out

4: Check the "Customer agrees to pay..." check box, enter your contact information, and click **Next**.

Cart Summary

Please review your cart summary and note the non-refundable service fee that will be added to your transaction.

Payment Item	Plan Case # or Invoice #	Amount
Plan Review Payment Fee	41-00009851	\$1.00
MunicPAY* Service Fee - Chester County, PA EnerGov (non-refundable)		\$1.50
Total:		\$3.00

Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. (required)

Cancel Next

Key Enter Card

First Name\* Last Name\* Email Address\*

Street Address\*

City\* State\* Postal Code\* Phone Number\*

VISA Mastercard Discover American Express JCB PayPal

5: Enter your **Credit Card Number**, **Expiration Date**, and **Security Code**.

Key Enter Card

VISA Mastercard Discover American Express JCB PayPal

Credit Card Number\* [input field]

Expiration Date\* MM / YYYY

Security Code\* [input field]

Submit Cancel Reset

6: To use a Corporate/Organization credit card, click **Continue** when you see the following screen:

Level 2 Data Requested Please provide the following data.

Invoice Number  Purchase Order Number

NO Tax Exempt

Local Tax

[Continue](#)

7: When the transaction is complete, you will see the following message: "Thank You! Your transaction was processed successfully."

**Thank You!**

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.

8: A receipt will be emailed to the address you entered above.

Purchase Information

noreply@mpnotify.com Thu, May 9, 10:46 AM  
to me

hello

Thank you for making a purchase, here are the details of your purchase:

PAYMENT ITEM	CREDIT CARD TRANSACTION SUMMARY	INVOICE NUMBER	AMOUNT
MunicIPAY Service Fee - Chester County, PA EnerGov			\$1.50
Plan Review Payment Fee	33-00009783		\$1.00
		<b>Total:</b>	<b>\$3.00</b>

Invoice Number: 19129386650070022  
Purchase Order Number: 19129386650070022  
Tax Exempt: No

MunicIPAY Service Fee - Chester County, PA EnerGov  
511 CONGRESS ST STE 503  
PORTLAND, ME 04101  
(877) 590-5097

Transaction Number: 19129386650070022  
Date Processed: 05/09/2019 10:46:47 EDT  
Transaction Type: CREDIT CARD  
Card Number: \*\*\*\*\*  
Authorization: 645790  
Reference Number: 1868380943

MunicIPAY Service Fee - Chester County, PA EnerGov \$1.50  
**Total:** \$1.50

Thank you!

Chester County, PA  
601 WESTTOWN ROAD  
WEST CHESTER, PA 19380  
(610) 344-6285

Transaction Number: 19129386650070022  
Date Processed: 05/09/2019 10:46:47 EDT  
Transaction Type: CREDIT CARD  
Card Number: \*\*\*\*\*  
Authorization: 645440  
Reference Number: 1868380443

Plan Review Payment Fee \$1.00  
**Total:** \$1.00

Thank you!