


# Civic Access (CA)

*Paying Fees and  
Reviewing Invoices*



**City of  
Helena**



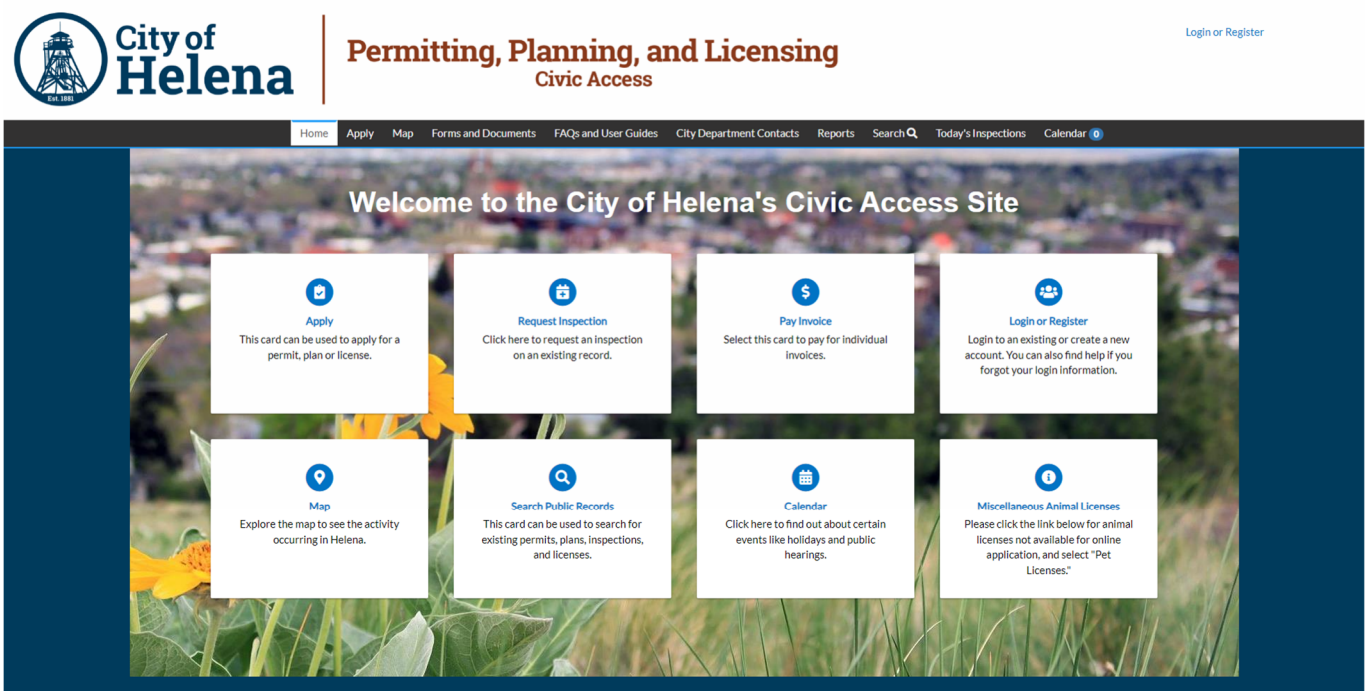
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# Civic Access Overview

These series of guides describe how public users and registered users access the City of Helena’s Civic Access online portal. Civic Access is a public-facing application that allows our customers to interact with land management, permitting, planning, and licensing processes administered by the City of Helena. Users can search and apply for permits, plans, and licenses; search for parcels, projects, construction projects; renew licenses, and schedule inspections.

## Home Page, Main Menu Bar

Our public can view the Home, Apply, Map, Report, Pay Invoices, Search, Calendar, and other options from the menu bar.



# Pay Fees

To view or pay fees, the fees must be invoiced first by a Helena staff member.

1. Navigate to the **desired record**.
2. Click the **Fees** tab.

Permit Number: BLDR-000308-2023 

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

Type:	Building (Residential) - New Single Family	Status:	Issued	Project Name:	
IVR Number:	100364	Applied Date:	01/31/2023	Issue Date:	01/31/2023
District:	East	Assigned To:	Lopez, Spencer	Expire Date:	07/31/2023
Square Feet:	2,800.00	Valuation:	\$350,000.00	Finalized Date:	
Description:					

[Summary](#) | [Locations](#) | **[Fees](#)** | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#) | [Public Comments](#)

- a. Click **Add To Cart** to add the invoice to the electronic shopping cart.

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Fee Summary

Total Fees:	\$50.00	Paid Fees:	\$0.00	Unpaid Fees:	\$50.00	<b><a href="#">Add To Cart</a></b>
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3. Or navigate to **My Invoices** on the Dashboard.
4. Click **Add To Cart** in the My Invoices section on the Dashboard to add invoices to the electronic shopping cart.

## My Invoices

Current		
5	\$40,285.80	<a href="#">Add To Cart</a>
Past Due		
1	\$1,072.50	<a href="#">Add To Cart</a>
Total		
6	\$41,358.30	<b><a href="#">Add To Cart</a></b>

[View My Invoices](#)

**NOTE** You can add both Current and Past Due invoices to the electronic shopping cart from the My Invoices section on the Dashboard.

# Invoices

You can access paid, voided, or unpaid invoices through the Dashboard and the various menus as well as add invoices to the electronic Shopping Cart from a record or the My Work menu.

To view invoice information:

1. Mark an **Invoice Number(s)** on the **MY INVOICES** tab of My Work.

**My Work**

MY INVOICES   MY PERMITS   MY PLANS   MY EXISTING INSPECTIONS   REQUEST INSPECTIONS   MY LICENSES

Search... Export to Excel

Add To Cart   Display   Unpaid   for   All Invoices

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-00000154	\$1,072.50	01/15/2023	Invoiced, Past Due	BLDR-000209-2022	1234 Chalet Rd Naperville, I...
<input type="checkbox"/>	INV-00000251	\$250.00	03/01/2023	Due	BLDR-000298-2023	1234 Chalet Rd Naperville, I...
<input type="checkbox"/>	INV-00000252	\$2,961.75	03/01/2023	Due	BLDR-000298-2023	1234 Chalet Rd Naperville, I...
<input type="checkbox"/>	INV-00000253	\$2,000.00	03/01/2023	Due	RZNE-000055-2023	1125 Kings Point Ct Naperv...
<input type="checkbox"/>	INV-00000254	\$34,249.05	03/01/2023	Due	BLDC-000300-2023	1122 S Charles Av Napervill...
<input type="checkbox"/>	INV-00000287	\$825.00	03/11/2023	Due	BLDC-000336-2023	1012 95th St Naperville, IL ...

2. Or click an **Invoice number(s)** in the Remaining Fees section of the Fees tab of the case.

Summary   Locations   **Fees**   Inspections   Attachments   Contacts   Sub-Records   More Info   Public Comments

Fee Summary | Remaining Fees | Paid Fees | Next Tab | Permit Details | Main Menu

**Fee Summary**


Total Fees: \$34,249.05   Paid Fees: \$0.00   Unpaid Fees: \$34,249.05   Add to Cart

**Remaining Fees** Sort Fee

Fee	Invoice	Computed	Amount Due
Building Permit Fee (Non-Residential)	INV-00000254	\$20,757.00	\$20,757.00
Building Plan Review Fee	INV-00000254	\$13,492.05	\$13,492.05

Civic Access displays the invoice.

3. Click **print** to print or save the invoice as a PDF.
4. Click **Primary Fees** to view the Fee Name, Fee Total, Amount Due, Case Number, Case Type, and Notes for all fees associated with the invoice.
5. Click **Misc Fees** to view the Fee Name, Fee Total, Paid Amount, and Amount Due for all miscellaneous fees associated with the invoice.
6. Click **Payments** to view the Receipt Number, Status, Transaction Type, Payment Type, Payment Amount, and Payment Date for any payments associated with the invoice.
7. Click **Attachments** to view the File Name and Added Date for all files attached to the invoice.
8. Click **Contacts** to view the Company name, First Name, Last Name, Title, and Email for all contacts associated with the invoice.
9. Click **Add to Cart** to add the invoice to the **Shopping Cart**.
10. Click **Pay Now** to make a payment.

Invoice Number: INV-00000254 [Pay Now](#) 

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Invoice Total: \$34,249.05  
Status: Due Invoice Date: 01/30/2023 Due Date: 03/01/2023  
Description: BLDC-000300-2023 - Created during online application in Civic Access

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[Primary Fees](#) [Misc Fees](#) [Payments](#) [Attachments](#) [Contacts](#)

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Primary Fees Sort: Fee Name ▼

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Building Permit Fee (Non-Residential)	\$20,757.00	\$20,757.00	BLDC-000300-2023	Permit	
Building Plan Review Fee	\$13,492.05	\$13,492.05	BLDC-000300-2023	Permit	