Civic Access (CA)
Paying Fees and Reviewing Invoices

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.
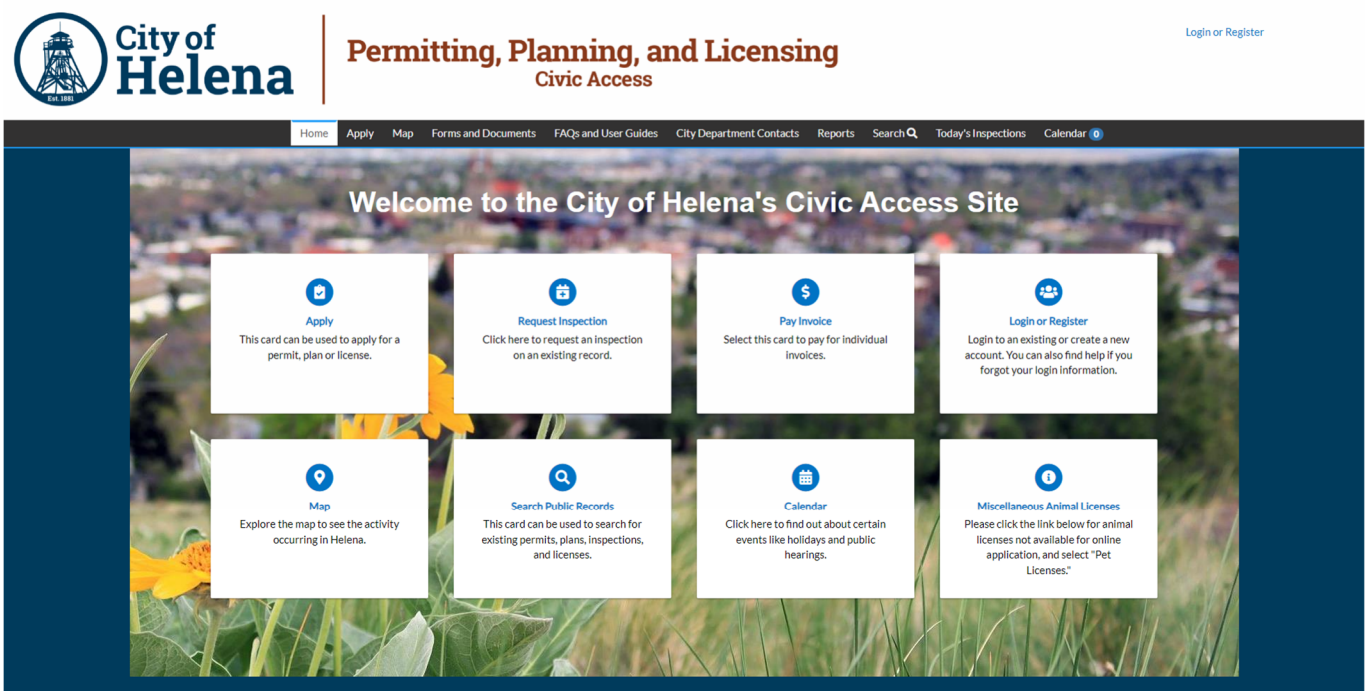
Pay Fees

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	Add to Cart

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	Add To Cart
Past Due **1**	$1,072.50	Add To Cart
Total **6**	$41,358.30	Add To Cart

▸ 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.

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

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	🖨

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				

Primary Fees Misc Fees Payments Attachments Contacts

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	