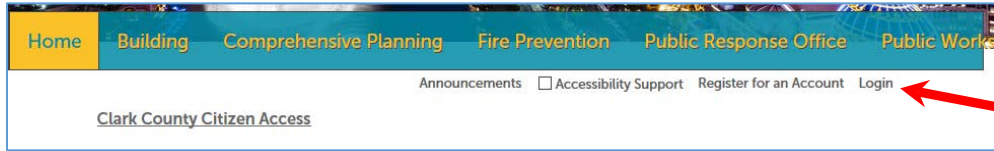


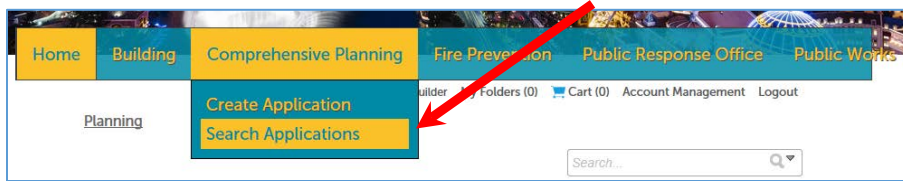
# Department of Comprehensive Planning

## ACA Fee Payment Instructions

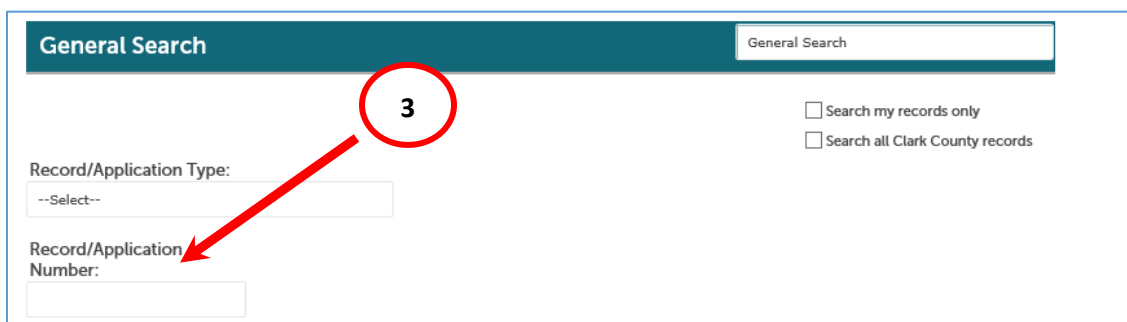
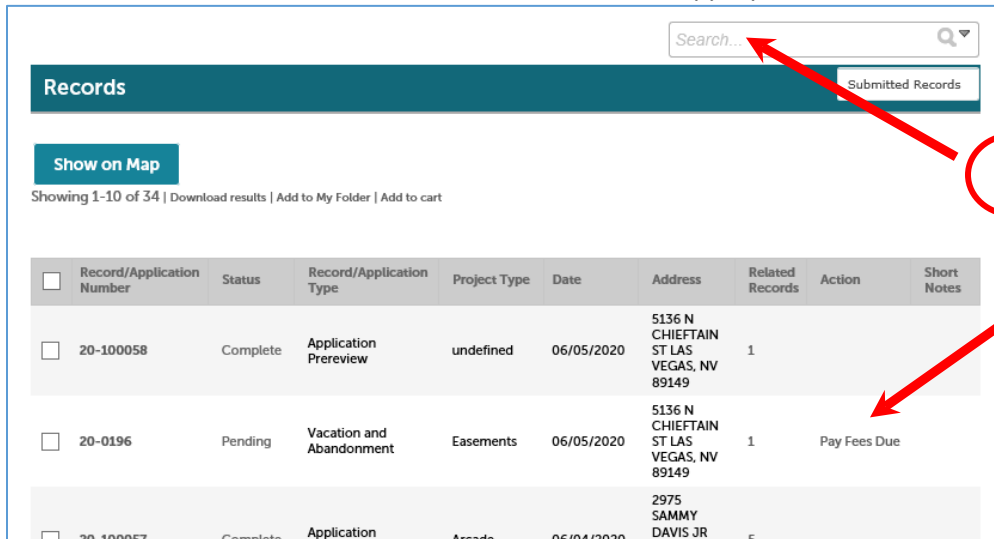
1. From the registration screen, click **Login Now** on the bottom of your screen, or use the following link to access the ACA login page: <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Login.aspx>



2. Click on **Search Applications** under Comprehensive Planning.



3. All records associated with your account will populate in list view. There are three options to search for your application: 1) Enter the record number in the search field, 2) In the record list view, click on **Pay Fees Due**, or 3) scroll down and under General Search, enter the record number in the appropriate field and select **Search**.



4. Next you will be taken to a screen where you will either need to select **Payments** and/or **Check Out**. Upon **Checkout**, ....

**Cart**

1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

5136 N CHIEFTAIN ST LAS VEGAS, NV 89149

1 Application(s) | \$500.00

Vacation and Abandonment 20-0196

Total due: \$500.00

**Total amount to be paid: \$500.00**

Note: This does not include any additional fees which may be assessed later.

**Checkout »** | **Edit Cart »** | **Continue Shopping »**

... you will be directed to the Payment Options screen. Select the applicable payment method and then **Submit Payment**.

- **Online Payment Options for application fees are limited only to** Pay with Credit Card or Bank Account. Note: credit card payments will be assessed a service fee.
- **DO NOT pay application fees with a Trust Account.** Trust accounts are established with other departments and funds on file with that department cannot be used to pay fees to Comprehensive Planning.
- **DO NOT pay application fees for a marijuana establishment with a Credit Card or Bank Account.** All payments for marijuana establishments must be paid in cash or by check.

1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance

**Step 2: Payment information**

Select your payment type below, then click Submit.

If you intend to make payments using a Check (ACH) payment type, please click here for instructions.

Credit Card payments will be assessed an additional 2.65% Service Fee.

The Shipping information is now required on the payment form. Please insert ONLY the Permit or Job Site ADDRESS! DO NOT use your physical address.

Shipping Information

Enter Permit Address or Job Site Address HERE ONLY

Address Line 1 \*

City \*

Back Next

Cancel Order

\* Indicates a required field.

**Payment Options**

Amount to be charged: \$12.05

Pay with Credit Card

Pay with Bank Account

**Submit Payment »**

5. You will be directed to a secure website to enter your billing information.

6. Complete you Routing Number, Account Number, Check Number (if applicable), and select the Account Type and click Next.

7. **ACH Debit Block INSTRUCTION (CompPlanning)**

If you intend to make payments using Check (ACH) payments you must provide your bank the following ACH Company ID's listed below. This will allow payments being presented for payment to process and not be blocked by your banks ACH Fraud Prevention Filters.

Name ACH	Company ID	Routing #
Dept of Comprehensive Planning	488600028	121000248

8. Review your order and select Pay. The Receipt will be emailed to the address you provided.