

How To Pay Invoiced Fees Online in eTRAC

(Permits, Inspections and Plan Reviews)

<https://etrac.savannahga.gov>

◆ 1. Select Fees To Be Paid:

Registered users must log into eTRAC to pay one or more invoices. Once logged on, on the Homepage, scroll down to the fourth table, "Invoice Table".

To Pay One Invoice: Click the invoice number of the fee to be paid. This will open the **Invoice Record**. On the Invoice Record, in the **Primary Fees** table, take note of the permit number located under Reference Entity #. You will need this later to print the receipt. After selecting the fee to pay, Click **Make Payment**  in the upper right hand corner under the printer.

Invoice Number	Status	Invoice Total	Invoice Date	Due Date
00012656	Due	\$50.00	2/19/2014	2/19/2014
00012658	Due	\$50.00	2/19/2014	2/19/2014
00012682	Due	\$50.00	3/27/2014	4/26/2014
00012683	Due	\$40.00	3/27/2014	4/26/2014

 **To Pay Multiple Invoices:** Select "Pay Multiple Invoices" button at the top of the invoice table. Select the invoices to pay the desired fees, then click **Make Payment** . **Note: As you select the invoices to pay, "Amount Selected" will automatically calculate total due.**

Include	Invoice Number	Amount	Case Address	Case Number	Project Name	Due Date
<input checked="" type="checkbox"/>	00012656	\$50.00	202 LAKEPOINTE DR Unit LOT 288 , SAVANNAH, GA 31407	13-0827-MR		2/19/2014
<input checked="" type="checkbox"/>	00012658	\$50.00	204 LAKEPOINTE DR Unit LOT 289 , SAVANNAH, GA 31407	13-0806-MR		2/19/2014
<input checked="" type="checkbox"/>	00012682	\$50.00	8515 ABERCORN ST , SAVANNAH, GA 31405	0001-TP		4/26/2014
<input checked="" type="checkbox"/>	00012683	\$40.00	8515 ABERCORN ST , SAVANNAH, GA 31405	0001-TP		4/26/2014

◆ 2. Making a Payment:



BankCard Services Worldwide (BCSW) - MyGovPay is the secure online payment service site selected by the City to process credit card payments. Discover, Mastercard, and VISA credit cards are the only forms of payment accepted. Check payments are not currently accepted but will be in the near future.

Order Summary

Agency Name: City of Savannah, GA (TEST)
Order Number: 00005696

Invoice #	Item Description	Quantity	Unit Price	Total Price
00005696	Permit: 1st Reinspection	1	\$50.00	\$50.00

Item Total: \$50.00
Convenience Fee: \$0.00
Tax: \$0.00
Order Total: \$50.00

Card Details

Cardholder Name: Jane Doe
Billing Street: 1234 Anywhere Blvd
Billing Zipcode: 54321
Card Type: Visa
Card Number: 1111000022223333
Expiration Date: 03 / 2015
CVV Code: 222

Complete all fields in the **Card Details** section, when done click **Process Payment** to submit. When payment is made, you will not receive a confirmation number. However, you will receive an email from **MyGovPay** confirming your payment. Paid fees are immediately posted to the Permit. **Note: The permit number will not appear on the MyGovPay site or in the email.**

To Return to eTRAC's homepage, click the **Return to Citizen Access Portal** button at the bottom of the congratulations window.

MyGovPay

Thursday, August 15, 2013

Congratulations! Your order has been processed successfully!

Please print this page for your records.

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Order Number: 00005696

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Item Total: \$50.00
Convenience Fee: \$0.00
Tax: \$0.00
Order Total: \$50.00

- ◆ **Printing a Receipt:** On eTRAC's homepage, in the **Permits Table**, locate and click the permit number for the fees just paid. This will open the Permit Record.

Permit Number	Type	Work Class	Status	Apply Date	Issued
11-1617B	VIPS Import	Church	Issued	05/11/2011	06/02/2011
11-4663B	VIPS Import	Commercial Alteration	Issued	12/16/2011	03/06/2012
12-00181-BC	Building (C)	New	Issued	08/08/2012	10/09/2012
12-00335-BC	Building (C)	Demo Interior	Issued	08/14/2012	10/30/2012
12-00440-BC	Building (C)	Demolition-Total	Issued	08/15/2012	10/30/2012
12-00613-BC	Building (C)	Renovation	Issued	08/22/2012	10/01/2012
12-01408-BC	Building (C)	Renovation	Issued	09/18/2012	11/05/2012
12-01860-BC	Building (C)	Addition	Issued	10/01/2012	11/08/2012

Permit Number: 12-00181-BC

Permit Details

- Type: Building (C) | IVR Number: 284322 | Application Date: 8/8/2012
- Work Class: New | Project Name: Victory Station formerly Backus Redevelopment | Issued Date: 10/9/2012
- Status: Issued | District: Savannah | Expiration Date: 4/9/2013
- Description: WHOLE FOODS-NEW... | Square Feet: 35018.00 | Finaled Date: None
- Valuation: 2976530.0000

Primary Address Details

- Parcel: 2-0078 -14-001
- Address: 1821 EAST VICTORY DR Bldg. A SAVANNAH, GA 31404

Contact Details

Type	First Name	Last Name	Billing	Status
Applicant	John	Doe	No	Active
General Contractor	Benjamin	Edoe	No	Active
General				

In the **Paid Fees Table**, (3rd table on the left) locate the invoice and fees paid by using the scroll bar on the right hand side of the table. Click the printer icon to open the **Receipt**.

Description	Date	Amount	Invoice
\$15,000,000			
Permit: 1st Reinspection	8/15/2013	\$50.00	00005696
Permit: Work Without A	7/11/2013	\$23316.00	00005645

To print, click the printer icon in the upper left hand corner of the window. **Note:** The Case Number on the receipt is the Permit Number.

RECEIPT (TRC-006141-15-08-2013)

BILLING CONTACT

ABC WIDGET CONSTRUCTION CO INC
1234 Anywhere Boulevard
Savannah, GA 31412

Case Number	Description	Payment Method	Amount Paid
12-00181-BC	Permit: 1st Reinspection	Credit Card	\$50.00
Sub Total			\$50.00
Total Paid			\$50.00

If for some reason you are having difficulty making a payment or printing a receipt, please contact Alvin McGrath at (912) 651-6530, ext. 1877 or by email at amcgrath@savannahga.gov.