

**Charleston County Citizens Access Portal**  
**How to Pay an Invoice**  
**\*\*NOTE: Internet Explorer 11 is the preferred browser\*\***

**All invoices must be paid before action will take place. For example, you must pay your plan review fee before plan review will occur.**

**METHOD 1:**

Go to [https://egovweb.charlestoncounty.org/CitizenAccess\\_Prod/Site/Public/Main](https://egovweb.charlestoncounty.org/CitizenAccess_Prod/Site/Public/Main)

1. Log in to your account.
2. Scroll down to the invoices section.



WILLIAM HORNE Invoices

Pay Multiple Invoices Change Filter

Invoice Number	Status	Invoice Total	Invoice Date	Due Date
<a href="#">01051486</a>	Due	\$142.00	12/27/2017	12/27/2017
<a href="#">01051487</a>	Due	\$130.40	12/27/2017	12/27/2017

3. Click on an invoice number.



WILLIAM HORNE Invoices

Pay Multiple Invoices Change Filter

Invoice Number	Status	Invoice Total	Invoice Date	Due Date
<a href="#">01051486</a>	Due	\$142.00	12/27/2017	12/27/2017
<a href="#">01051487</a>	Due	\$130.40	12/27/2017	12/27/2017

4. Click "Make Payment".

Invoice Number: 01051486



Invoice Details

Billing Contact : CHARLESTON COUNTY  
BUILDING INSPECTION  
SERVICES (HORNE,  
WILLIAM)

Invoice Date : 12/27/2017  
Invoice Due Date : 12/27/2017

Invoice Status : Due  
Invoice Number : 01051486  
Invoice Description :  
Invoice Total : \$142.00

Make Payment

5. Enter your payment information and click "Process Payment".

**\*\*Note: Only click "Process Payment" ONCE, or you may be charged more than once\*\***

**Order Summary**

Agency Name: Charleston County, SC  
Order Number: 01051486

Invoice #	Item Description	Quantity	Unit Price	Total Price
01051486	Flood Zone Filing Fee	1	\$20.00	\$20.00
01051486	Residential Permit Fee	1	\$122.00	\$122.00

Item Total: \$142.00  
Service Fee: \$4.67  
Tax: \$0.00  
Order Total: \$146.67

**Payment Details**

Cardholder Name:  \* Billing Street:  \* Billing Zipcode:  \*

Card Type:  \* Card Number:  \* Expiration Date:  \* CVV Code:

- Print receipt. This is the only time you will be able to access this receipt and know the fees. Print this out now if you need it for your records.

**Congratulations! Your order has been processed successfully!**

Please print this page for your records.

Agency Name: Charleston County, SC  
Order Number: 01051769

Invoice #	Item Description	Quantity	Unit Price	Total Price
01051769	Contractor Business License Fee - CC	1	\$7.50	\$7.50
01051769	Mechanical Permit Fee	1	\$62.00	\$62.00

Item Total: \$69.50  
Service Fee: \$2.29  
Tax: \$0.00  
Order Total: \$71.79

[Return to Citizen Access Portal](#)

## METHOD 2:

- Go to [https://egovweb.charlestoncounty.org/CitizenAccess\\_Prod/Site/Public/Main](https://egovweb.charlestoncounty.org/CitizenAccess_Prod/Site/Public/Main)
- Log in to your account.
- Find the “Permits,” “Plans,” or “Inspections” section.
- Click on the permit number you would like to pay for.

### Citizen Access Portal

WILLIAM HORNE Permits

Permit Number	Type	Work Class	Status	ApplyDate	Issued
<a href="#">ELCR-06-17-02221</a>	Electrical (R)	Additional Wiring	Void	06/23/2017	
<a href="#">BLDR-07-16-00909</a>	Building (R)	Alteration	ACTIVE	07/19/2016	07/19/2016
<a href="#">BLDR-04-16-00140</a>	Building (R)	Single Family Home	ACTIVE	04/03/2016	04/18/2016
<a href="#">ZONE-8-15-63238</a>	Zoning Permit	Bldg. - Res. (Plans Review)	ACTIVE	08/11/2015	08/11/2015

Displaying Items 1 - 4 of 4

- Scroll down to “Remaining Fees”.
- Click “Pay Fee” for the fee you would like to pay.

Remaining Fees				
Pay Fee	Description	Date	Amount	Invoice
<a href="#">Pay Fee</a>	Residential Permit Fee	12/27/2017	\$122.00	<a href="#">01051486</a>
<a href="#">Pay Fee</a>	Flood Zone Filing Fee	12/27/2017	\$20.00	<a href="#">01051486</a>

Displaying items 1 - 2 of 2

7. Click "Make Payment".

Invoice Number: 01051486



Invoice Details	
<b>Billing Contact :</b> CHARLESTON COUNTY BUILDINGS INSPECTION SERVICES (HORNE, WILLIAM)	<b>Invoice Status :</b> Due
<b>Invoice Date :</b> 12/27/2017	<b>Invoice Number :</b> 01051486
<b>Invoice Due Date :</b> 12/27/2017	<b>Invoice Description :</b>
	<b>Invoice Total :</b> \$142.00

[Make Payment](#)

8. Enter your payment information and click "Process Payment".

**\*\*NOTE:** Only click "Process Payment" once, or you may be charged more than once\*\*

MyGovPay™

[Contact Us](#)

Wednesday, December 27, 2017

Order Summary				
Agency Name: Charleston County, SC				
Order Number: 01051486				
Invoice #	Item Description	Quantity	Unit Price	Total Price
01051486	Flood Zone Filing Fee	1	\$20.00	\$20.00
01051486	Residential Permit Fee	1	\$122.00	\$122.00
				Item Total: \$142.00
				Service Fee: \$4.67
				Tax: \$0.00
				Order Total: \$146.67

Payment Details				
Cardholder Name: <input type="text"/>	Billing Street: <input type="text"/>	Billing Zipcode: <input type="text"/>		
Card Type: <input type="text"/>	Card Number: <input type="text"/>	Expiration Date: <input type="text"/>	CVV Code: <input type="text"/>	
<input type="button" value="Process Payment"/>		<input type="button" value="Cancel"/>		

7. Print receipt. This is the only time you will be able to access this receipt and know the fees. Print this out now if you need it for your records.

**Congratulations! Your order has been processed successfully!**

*Please print this page for your records.*

Agency Name: Charleston County, SC  
 Order Number: 01051769

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01051769	Contractor Business License Fee - CC	1	\$7.50	\$7.50
01051769	Mechanical Permit Fee	1	\$62.00	\$62.00

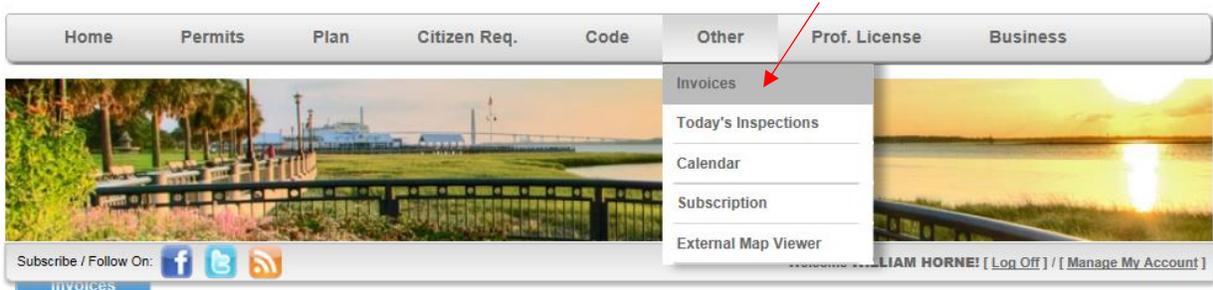
Item Total: \$69.50  
 Service Fee: \$2.29  
 Tax: \$0.00  
**Order Total: \$71.79**

[Return to Citizen Access Portal](#)

**If there are any questions, please feel free to call the office at 843-202-6930.**

**METHOD 3:**

1. Access invoices under the “Other” tab and click, invoices.



2. The rest of the process is identical to Method 1.