



City of Aspen Salesforce Applicant Portal

How To: Pay Fees for an Application

Instructions

1. If fees are due on your permit or other application, you will receive an email letting you know. Follow the link in the email to the portal login page.

2. Once you log into the portal, click the black Cart Checkout button on the home page.

Note: Pop-up blocker needs to be turned off in your web browser so that you can be redirected to the payment processing site. If you see a spinning circle that does not go away, it may mean that the redirect pop-up window is being blocked by your browser settings.

3. Fill out the required fields on the credit card processing site. Please note that there is a convenience fee charged by the vendor.

4. Once you process the payment, you will receive an email payment confirmation with a receipt attached. You can also view your receipts from the *RECEIPT* tab on the home page.