



How to: Print Receipts

1. [Log in to the Applicant Portal](#)
2. Click on the Permits Menu

The following activities can now be completed on the portal:

- Applications for these permits: tent, fence, sign, temp encroachment, permanent encroachment, tree, electrical, mechanical, plumbing, and parking reservation
- Applications for contractor licenses and individual certifications

The recommended browser to use is Google Chrome. If you cannot use Chrome, please contact us at sfsupport@cityofaspen.com or 970-920-5065.

Thank you for your patience as we continue to improve the portal.

WELCOME TO THE CITY OF ASPEN PORTAL!

3. Open the permit by clicking on the permit number link

	Number	Type	Status	Address	Issue Date
1	0011-2019-BRES	Building	Permit Review	1234 Main St, Boulder	
2	0014-2019-MECH	Mechanical	Ready for Issue	1234 Main St, Boulder	
3	0017-2019-ELEC	Electrical	Application Completeness Review	130 S GALENA ST, ASPEN : 273707331851	9/9/2019
4	19-0600	Electrical	Issued	130 S GALENA ST, ASPEN : 273707331851	7/18/2019

4. Click on the *Related Tab* (next to Details tab) and scroll down to *Payments* section.

DETAILS

RELATED

Click on the Related Tab

Number
0014-2019-MECH

Record Type
Mechanical

Payments (1)			
NUMBER	RELATED TO	AMOUNT	CREATED DATE
PY-003836	0014-2019-MECH	\$299.40	10/18/2019 12:16 PM

5. To download/print a copy of receipt click on the payment number link

Permits > 0014-2019-MECH
Payments

Number	Related To	Amount	Created Date	Payment Source	Receipt - Amount
PY-003836	0014-2019-MECH	\$299.40	10/18/2019 12:16 PM	R-0003589	R-0003589: \$0

Payment number link

6. Click on receipt number link

Number
PY-003836

Receipt - Amount Remaining
R-0003589: \$0

Receipt - Amount Tendered
\$299.40

Certification

Related To
0014-2019-MECH

**Receipt
R-0003589**

**Receipt
number link**

7. Click on the Attachments tab (next to details tab) and access all copies for download and printing.

Receipt
R-0003589

DETAILS

ATTACHMENTS

Amount
\$299.40

Number
R-0003589

Amount Used
\$299.40

Effective Date
10/18/2019

Amount Rejected