



How to: Pay Fees for an Application

1. Log in to the [Applicant Portal](#)
 - **Note: You can only pay if you are the main applicant of an application. Additional contacts in an application do not have permissions to process payments online.**
2. Click on Cart Checkout at the left side of the screen.

WELCOME TO THE CITY OF ASPEN PORTAL!

A place where you can easily manage your permits, land use cases, licenses, and communicate with your City of Aspen coordinator.

The following activities can now be completed on the portal:

- Applications for the following permit types: Building, Building - Demolition, Building - IFFR, Building - Phased, Building - Repair, Change Order, Electrical, Encroachment - Permanent, Encroachment - Temporary, Fence, Fire, Landscape/Grading/Drainage, Mechanical, Parking Reservation, Pitkin County, Plumbing, Roofing/Re-Roofing, Right of Way, Sign, Smuggler Mountain Superfund Site Soil Removal, Temporary Structure, Tent, Tree and Utility Water Connection
- 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.

For instructional documents and videos to help you navigate the portal, please click this link: <https://www.cityofaspen.com/1211/Salesforce-Applicant-Portal-Support>

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

3. Select all fees you are paying for by using the checkboxes.

<input type="checkbox"/> Aspen School Dedication Fee	\$100.00
<input checked="" type="checkbox"/> Electrical Permit Fee	\$310.00
<input checked="" type="checkbox"/> Use Tax Deposit - Pitkin County	\$14.00

Ready for Issue

Total Selected \$4486.50

Permit number for what you are paying for

checkboxes with fees that need to be paid

4. Click Next, and then click on *Process Online Payment*
5. A new window will pop-up. If nothing happens, you need to disable pop-up blockers on your internet browser.

6. You can choose between paying with a Credit Card or e-Check.

Cart Summary

Please review your cart summary and note the non-refundable service fee that will be added to your transaction.

Payment Item	Reference Number	Amount
Permits- Online	a1P3s0000032WfUEAU	\$100.00
MuniCiPay*Service Fee City of Aspen (non-refundable)		\$2.55
		Total: \$102.55

Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. **(required)**

↓

[Cancel](#) [Next](#)

Key Enter Card

First Name*

Street Address*

City*

Card Number*

Pay with E-Check

Last Name*

Email Address*

State*

Postal Code*

Exp. Month*

Exp. Year*

Phone Number

Card Sec. Code*

7. On the screen fill out your payment information and process sale.
 8. Once payment is complete, you will receive your receipt on a separate email.

Prior to processing payment through the Applicant Portal, you can confirm your total amount with the following instructions:

1. Click on the Permits Menu



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

To open an item for details, click on the Number of the item. To sort the list, click on the arrow beside the Column Heading you prefer.

Permits Recently Viewed

1 item • Updated a few seconds ago

Number	Type	Work Type	Status	Applicant	Issue Date	Address
0119-2019-ELEC	Electrical	New	Ready for Issue	ASPEN TEST		1234 Main St. Boulder : 123456

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

DETAILS **RELATED** **Click on the Related Tab**

Number	Record Type
0119-2019-ELEC	Electrical

Fees (2) **Scroll down to this section**

NUMBER	TYPE	AMOUNT	PERMIT FEE DUE ...
0042074	Electrical Permit Fee	\$310.00	Ready for Issue
0042075	Use Tax Deposit - Pi...	\$14.00	Ready for Issue

View All

a. If all fees are not visible, click the *View All* link

4. To filter fees, click on the black funnel icon at the top right. (Example: to only see the fees due at permit submission, select “Complete Pending Submittal Fees” under Permit Fees Due At section and then click Apply button.)

Permits > 0119-2019-ELEC

Fees

2 items • Filtered by Permit Fee Due At • Updated a few seconds ago

Number	Type	Amount	Permit Fee Due At	Amount Outstanding	Paid in
1 0042074	Electrical Permit Fee	\$310.00	Ready for Issue	\$310.00	<input type="checkbox"/>
2 0042075	Use Tax Deposit - Pitkin County	\$14.00	Ready for Issue	\$14.00	<input type="checkbox"/>

Once you confirm fees due, click on at the top of the screen on Cart Checkout.