

Directions for Paying Permit Invoices Online

General

- Permit or Application must be in INVOICE status (not HOLDINV).
- You must be a registered user to pay permit invoices online (instructions are provided below for First Time Users).
- Payment must be made with Visa or MasterCard. Fee includes the permit invoice balance plus \$5.00 plus 10% of the permit invoice balance.

Sign on to the Accela Citizen Access web site by:

- accessing the Michigan Department of Licensing and Regulatory Affairs web site at <http://www.michigan.gov/bccpermits>

Scroll down and choose Pay Permit Invoices, Check / Research Permits

Pay Permit Invoices, Check / Research Permits

- Select *By Permit Number* under Look up Permits/Projects:

Look up Permits By Permit Number

- Enter Permit or Application Number
- Select Search

Detail

- Select Online Payment (under Balance)

Login

- Enter your email address and password.

First Time Users

- Register by selecting ***Register Here***
- Complete the entire form, select Proceed ([Mobile Home Installers enter MHINSTALLER \(all uppercase\) for the Business Name; Homeowners enter HOMEOWNER \(all uppercase\) for the Business Name, Telecommunication Installers enter TELECOMMUNICATION \(all uppercase\) for the Business Name](#))
- Read Privacy Statement, select Proceed
- Read Terms and Conditions, select I Agree or I Disagree
- Review Registration Confirmation Page, select Proceed

Step 1 of 3: Review Permit Information

- Review Credit Card payment – The TOTAL includes the sub-total (invoice balance) and processing fee (\$5.00 plus 10% of the invoice balance)
- Select Process Permit

Step 2 of 3: Payment

- Complete required information
- Select Submit