



Pay Your Plan Review Fees Quickly and Easily Using Our Online Payment System

Bureau of Fire Services
www.michigan.gov/lara

The Bureau of Fire Services (BFS) is pleased to offer a secure online payment system available 24 hours a day, 7 days a week to pay your plan review fees. Follow the instructions below to set up your account and pay using your Visa, Mastercard, Discover, or debit cards containing a Visa/Mastercard or Discover logo.

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| <u>Step 1:</u> | Have your Visa, Mastercard, Discover or Debit card available. Debit cards must have the Visa/Mastercard or Discover logo on the card. |
| <u>Step 2:</u> | Have the BFS Project number(s) available. |
| <u>Step 3:</u> | To pay your Plan Review fees, go to the following link:

https://www.thepayplace.com/mi/deleg/planreview |
| <u>Step 4:</u> | Enter the BFS project number and billing information in the required fields. |
| <u>Step 5:</u> | Click on the printable receipt box at the bottom of the page to print a receipt. |

Frequently Asked Questions

What if I don't know my project number?
Contact BFS at 517-241-8847.

What fees are charged for using the online service? The online payment system is offered free of charge.

Can I pay by electronic check? No.
Payment can be made with credit or debit cards that contain the Visa/Mastercard or Discover logo only.

What if I don't know the amount due?
Contact BFS at 517-241-8847.

Do I need a PIN if using a debit card? No.
Payments are processed as a credit transaction and therefore do not require a PIN.

How quickly will my online payment be posted to my account? Most payments will post the same day. Depending on your financial institution, the payment may take 2 to 3 days to post.