

# HOW TO MAKE A PAYMENT

Citizen Self-Service (CSS) Portal

**For Residential, OSSF/"Septic" and Health permit questions, contact Collin County Development Services at 972-548-5585 or**

**[DevelopmentServices@collincountytx.gov](mailto:DevelopmentServices@collincountytx.gov)**

**For Commercial permit questions, contact the Collin County Fire Marshal's Office at 972-548-5576 or**

**[FMadmin@collincountytx.gov](mailto:FMadmin@collincountytx.gov)**

**For Plan/Plat questions, contact Collin County Engineering at 972-548-3727 or**

**[Engineering@collincountytx.gov](mailto:Engineering@collincountytx.gov)**

**For culvert/right-of-way questions, contact Collin County Public Works at 972-548-3700 or**

**[PubWorks@collincountytx.gov](mailto:PubWorks@collincountytx.gov)**



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CITIZEN SELF-SERVICE ("CSS") PORTAL

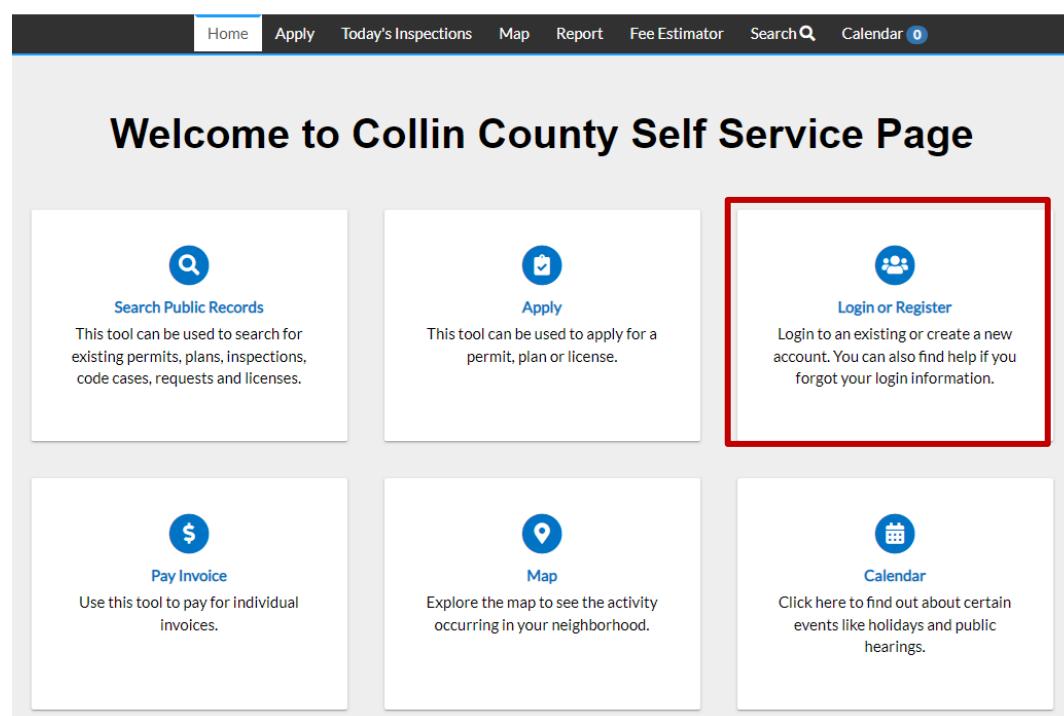
## HELPFUL TIP

Starting on **NOVEMBER 1, 2023**, both **CONTRACTORS** and **CITIZENS** will need to register for an account in the CSS Portal prior to applying for a **NEW** permit or plan.

## STEP 1

### LOGIN TO YOUR CSS PORTAL ACCOUNT

1. Once you arrive at the home page for the CSS Portal website, click **Login or Register** to create a new CSS Portal Account.



2. Enter your account's email address in the space provided.
3. Click **Next**
4. Enter your password in the space provided.
5. Click **Verify** to complete your log-in.



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## STEP 2

### SELECT BALANCE TO PAY

6. You are now on the Dashboard home page in your account. Click **Add to Cart** in the My Invoices section.

Dashboard Home Apply My Work Today's Inspections Map Search Calendar 0

My Permits

Attention	Pending	Active	Recent	Draft
1	1	0	1	0
Annual Health Mobil...	Annual Health Mobil...		Annual Health Mobil...	

[View My Permits](#)

My Plans

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

[View My Plans](#)

My Inspections

Requested	Scheduled	Closed
0	0	0

[View My Inspections](#)

My Invoices

Current	\$150.00	Add To Cart
Past Due	\$0.00	
Total	\$150.00	Add To Cart

[View My Invoices](#)

7. Click **Go To Cart**. This puts the invoices supporting your total due in the Shopping Cart and displays your Shopping Cart.

**NOTE: Another option to review all your invoices and individually select them to be placed in the Shopping Cart is to select **My Work** from the menu at the top of your screen.**



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STEP 3

## COMPLETE YOUR PAYMENT

Review your cart items		Cart summary	
	Permit: HLTH23-0518-0035   Invoice: INV-00000115	\$150.00	Subtotal \$150.00
<a href="#">View details</a>		Remove	Additional fees may be applied at checkout
<a href="#">Check out</a>			
Find more items to pay			
<a href="#">Return to Collin County</a>			

**NOTE: Both the Invoice and the Permit are available here to view if you click [View Details](#).**

8. Click **Check Out** to advance to the payment screens.

Enter your payment information	Summary
How are you going to pay?	Subtotal \$150.00
<input type="radio"/> Enter new eCheck	An additional fee may be charged based on your method of payment
Where should we send your receipt?	
Email for receipt* klindsey@collincountytx.gov	
You will not be charged until you review your payment on the next step	
<a href="#">Back</a>	<a href="#">Continue</a>

9. Select a payment type, and fill out the required information.
10. Click **Continue** to review your payment.



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## STEP 3

### COMPLETE YOUR PAYMENT (CONTINUED)

#### Complete your payment

Review your payment method

Mastercard ending in **4444**  
Expiration date **1/24**

#### Summary of charges

Permit: HLTH23-0518-0035 | Invoice: INV-00000115 \$150.00

Subtotal \$150.00

Processing fee \$6.95

**Total \$156.95**

By clicking **Submit payment**, you agree to the following [terms and conditions](#).

[Back](#)

[Submit payment](#)

Allow up to 48 hours for this transaction to appear on your card statement.

11. Review your payment information and click **Submit Payment**.

#### Thank you for your payment



Allow up to 48 hours for this transaction to appear on your card statement.

An email confirmation was sent to [klindsey@collincountytx.gov](mailto:klindsey@collincountytx.gov).

Collin County, TX

2100 Bloomdale Rd. McKinney, TX 75071

972.548.4100

<https://www.collincountytx.gov/>

#### Transaction details

Date: October 12, 2023 04:44 PM CDT

Permit: HLTH23-0518-0035 | Invoice: INV-00000115 \$150.00

Subtotal \$150.00

Processing fee \$6.95

**Total \$156.95**

#### Payment information

Kerry Lindsey

Mastercard ending in 4444

Confirmation number: M36YGFPKR

Transaction type: Purchase

For payments-related questions, call us at 972.548.4100.

[Return to EnerGovTrain](#)

12. You will receive a receipt message to the email address you provided, or you can click the printer button to print the page.