How to make a payment, download an invoice, or download a receipt in CommunityConnect

Make a Payment

- Click **Payments Due**

-
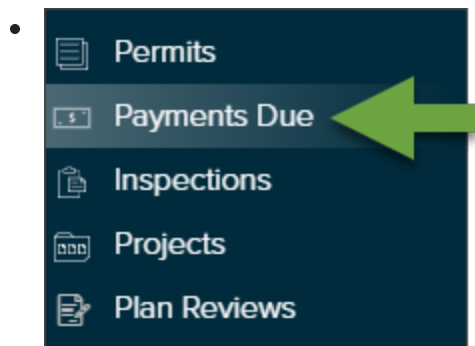
- Click the **Pay** button next to the permit you are making a payment on

- Click the box (or boxes) next to the fee name to select the fees you are paying, then click **Continue**

Select Fees

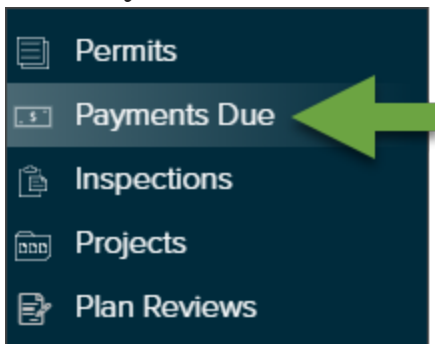| ☒	FEE ITEM NAME	OUTSTANDING BALANCE
☑	Building Fee - Prompt	$1,200.00
☐	Flat Rate Fee	$0.00
☑	Building Fee - Prompt	$0.00

Continue   Cancel

Download an Invoice

- Click **Payments Due**

Permits

Payments Due

Inspections

Projects

Plan Reviews

- Click the **Pay** button next to the permit you want to generate an invoice for

PERMIT NUMBER	ADDRESS	PERMIT TYPE	AMOUNT DUE	
19GOT-B00017	1251 Lemay Avenue, Fort Collins	New Commercial Building	$5,960.50	Pay
19GOT-B00020	1251 Lemay Avenue, Fort Collins	Basement Finish	$125.00	Pay
19GOT-B00039	1251 South Mason Street, Fort Collins	New Commercial Building	$25.00	Pay

- Click the dropdown on the Actions button
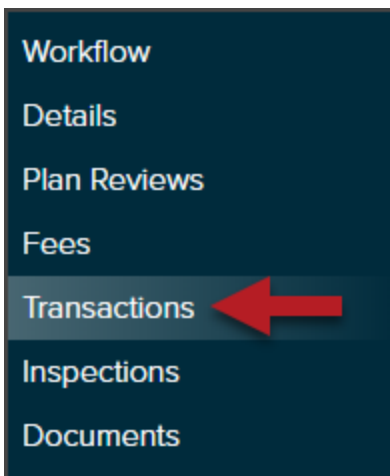
- Then click **Generate Invoice**
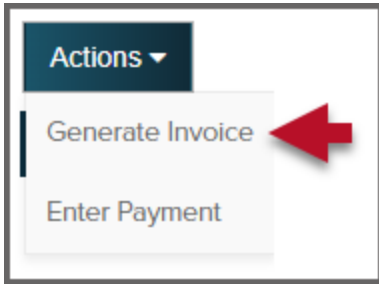
- Click the box (or boxes) next to the fee name to select the fees you are generating an invoice for, then click **Continue**
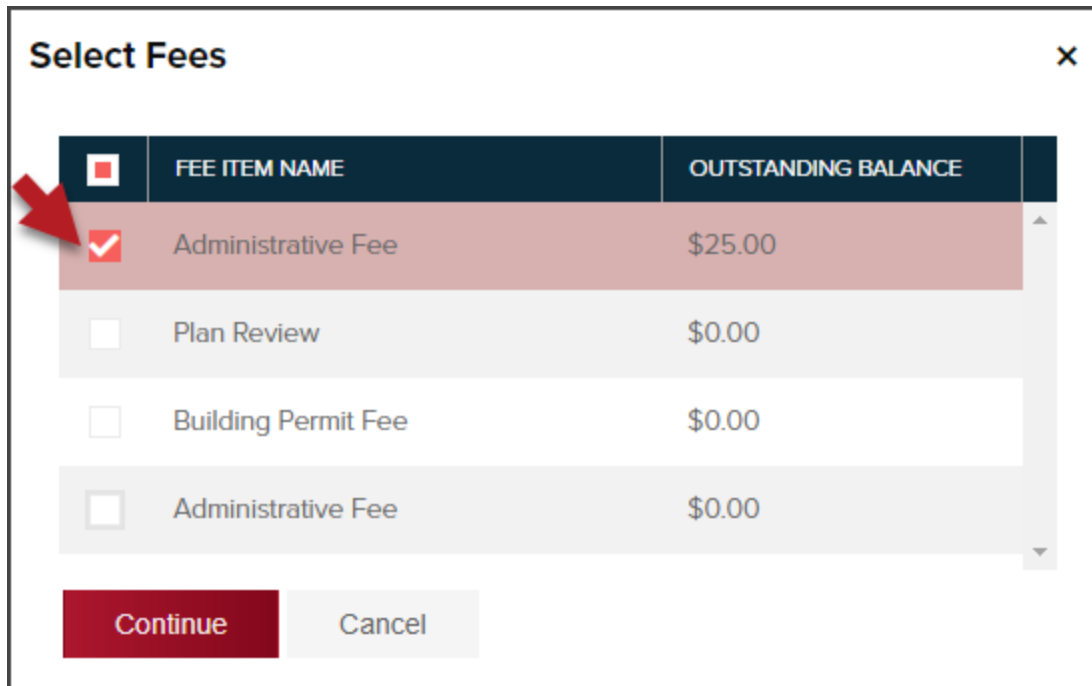
Download a Receipt

- Click Transactions

- Click ⬇ to download receipt

DATE ▼	CASHIER	AMOUNT ▼	TRANSACTION TYPE	
11-06-2019	Contractor-3 Despins	$1,175.00	Payment	✏ ⬇ 🗑
11-07-2019	Kim Despins	$50.00	Waive	✏ ⬇ 🗑