



Maricopa County

Planning & Development

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Quick Guide to Online Payments

The following document will lead you through the nine steps to making an online payment.

- Step 1: From Planning & Development's Online Services web page, select the [Online Permit Manager](#) link. This will launch the Online Permit Manager home page.
- Step 2: All users must be registered with the Online Permit Manager system in order to make an online payment. If you have previously registered then skip to Step 3, otherwise please continue.
- Select the [My Permit Manager](#) link located in the About Permit Manager field.
 - Next, from the My Permit Manager Login page, select [Register here](#) to register.
 - Complete the New User Registration process. You will be typing your email and choosing a password. This information will be used for future login purposes.
- Step 3: Return to the Online Permit Manager home page and look-up your permit/project by selecting the [Check/Research Permits](#) link. You may search for your permit/project by: address, parcel number, permit number, or license number. Locating your permit/project is a prerequisite to submitting your online payment. Once you have located your permit/project and are viewing the Permit Detail page, continue with Step 4.
- Step 4: Select the [Online Payment](#) link from the Permit Detail page. The link will only be available when a payment is required.
- Step 5: After choosing the Online Payment link, the system will take you back to the My Permit Manger Login page. Use your login information obtained through Step 2c to log in.
- Step 6: After you have logged in, review the information displayed on the Review Permit Information page. If corrections are needed, choose the *add/modify* option, otherwise select the button.
- Step 7: Next, the Review Permit Information page will appear. Select the button.
- Step 8: From the Payment page, enter your payment and select the button.
- Step 9: The Payment Confirmation page will appear, concluding the transaction. We recommend that you print the receipt for your records.