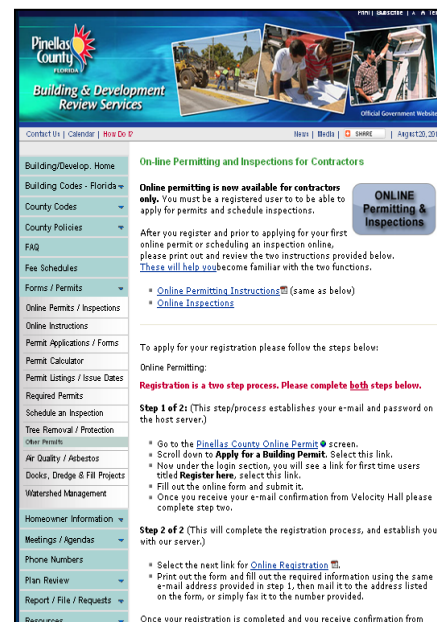


On-Line Fee Payments Tutorial

Correction Notice Fees/Lock-out Fees/Outstanding Fees/Additional Assessed Fees

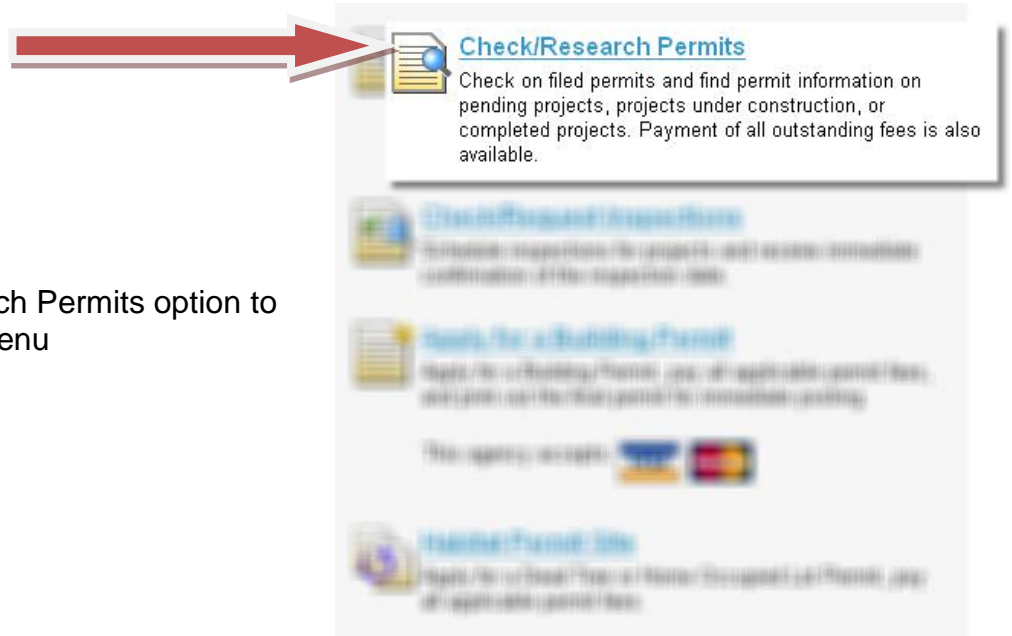
**PLEASE READ THIS ENTIRE INSTRUCTION SHEET BEFORE PROCEEDING
PRINT THIS SHEET TO FOLLOW THE STEPS**

1. You will need to be a Registered User of our On-Line Permit Manager service.
2. Go to: <http://www.pinellascounty.org/build/permitting.htm> to begin the registration process.
3. This is a **Two-Step** registration. Registration Instructions are available at:
http://www.pinellascounty.org/build/PDF/Online_Permitt_registration.pdf.



4. When you have completed both steps of the registration process and have your password, then access Pinellas County Permit Manager:
<https://www.velocityhall.com/accele/velohall/index.cfm?CITY=PINELLA&S%20CO&STATE=FLORIDA>.
5. Once on the Permit Manager page you will access the outstanding fees by completing the following steps:

6. Select the Check/Research Permits option to open research method menu



7. Select the "By Permit Number" research method.



8. Enter the permit number including the dash.
The date is not necessary.
9. Select Search and you will be taken to the payment screen. (MasterCard/Visa Only)

The screenshot shows the 'Look up Permits By Permit Number' form. It has a text input field for 'Permit Number (complete # required)' with the value 'CB12-00000'. Below it are two date input fields: 'Date From' and 'Date To (MM/DD/YYYY)'. At the bottom are three buttons: 'Search', 'Clear', and 'New Search'. A red arrow points to the 'Search' button.

10. Select the On-Line Payment Option. Note-Only MasterCard and Visa accepted.
11. If the amount shown is correct you may proceed with on-line payment.
12. If the amount shown is not correct please telephone (727)453-3633 to submit payment by telephone with staff assistance.
13. For assistance with On-Line Registration or On-Line Payment procedures please telephone (727)464-3169.