

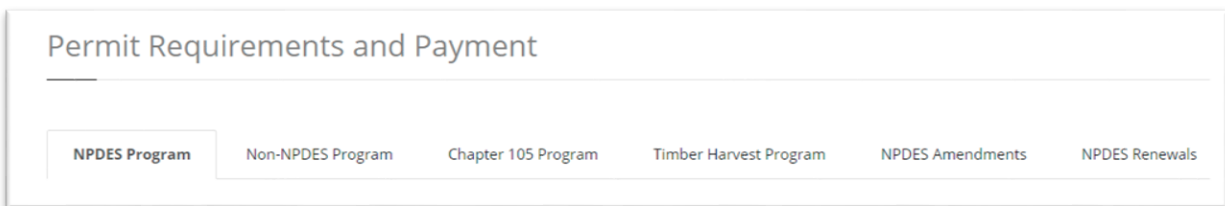
Using Allegheny County Conservation District's Online Payment System

Before You Begin

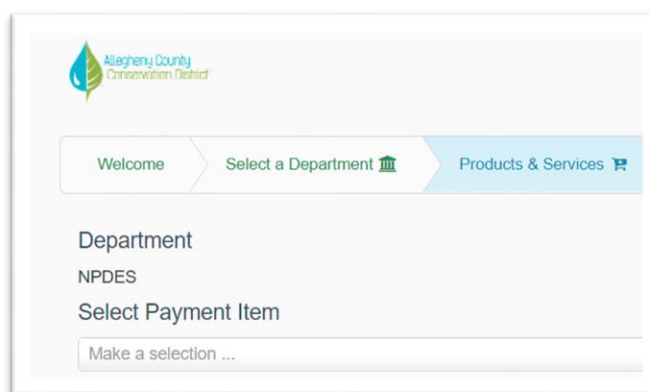
- ACCD uses MuniPAY for online payment via all major credit cards or electronic check.
- Electronic payment services are provided as a convenience and additional fees will apply. Service fees are paid directly to MuniPAY as part of each transaction, and fees are 2-3% for card payments or \$1.50 for electronic check payments.
- It is not necessary to create an account and log in. Having an account will only allow you to see a historical list of payments that you have made using MuniPAY.

To Issue Payment:

1. Go to ACCD's "Plan Review Requirements and Fees" web page:
<https://www.conservationcenter.org/solution-center/soils/plan-review-requirements-and-fees>
2. Scroll down to the "Permit Requirements and Payment" section.
3. Click on the tab, shown below, for your **permit type** (determined by your project).



4. On the right side of the page, click on the red "Pay Here" button. This will take you to the MuniPAY payment page, which includes ACCD logo, at top left of page:



5. The **permit type** is listed under “Department.” (The above example shows NPDES.) Under “Select Payment Item” is a drop-down box that allows you to click on the appropriate line for the permit fee needing payment. This drop-down list includes any fees that may be necessary as part of your application. In order to issue full payment for your application, you will need to add all appropriate fees in your Municipipay “Shopping Cart.” This may include:
 - a. Review fees
 - b. Expedited fees
 - c. Renewal fees
 - d. ACCD Clean Water Fund fees
 - e. PA (Pennsylvania) Clean Water Fund fees
6. After selecting your Payment Item, it will be displayed below the Department name.
7. Below the Payment Item information displayed, fill in the field for “Project Name.” *This is a required field for every transaction.* **Pro Tip:** Highlight and copy the Project Name, so that you can paste it into additional Project Name fields during the same transaction.
8. You will see the Payment Item displayed along with the dollar amount being billed. Some billing items have a fixed price. If a price is not displayed, you can manually enter the price based on your permit type and fee amount due.
9. Fill in any additional fields that are displayed below “Payment Item Detail” as shown below. This may include Project Location, Applicant Name, Email Address, etc.

Select Payment Item

0 - 1.99 Total Project Acres

Payment Item Detail

0 - 1.99 Total Project Acres

Project Name*

Line Item	Amount	Credit Card Payment Descriptor
0 - 1.99 Total Project Acres *	\$1,900.00	Allegheny County CD

Additional Data

Project Location/Address*

Applicant Name*

Email Address*

Add Item



10. After completing this form, click on the blue “Add Item” button.
11. Please include all applicable fees for your project in one transaction. To add additional fees, click on the “Add More” shopping cart button. (For information about adding fees, please go back to Item #5 in these instructions.)
12. When you are ready to make your payment, click on the “Checkout” button.
13. Please review your **Cart Summary** before issuing payment. *Are all necessary fees included?*
14. Your Cart Summary page will also display a “MuniciPAY*Service Fee,” which will be paid directly to MuniciPAY for processing your transaction. You will see this fee change, depending on your payment method.
15. Next please read the Customer Agreement Statement and click on the check box.
16. Select your payment method, choosing either:
 - a. “Key Enter Card”
 - b. “Pay with E-Check”
17. Enter the required payment information.
18. Click on the blue “Submit” button.

As confirmation of your transaction, you should receive a receipt, which will be sent to the email address you have provided. If you do not receive that email, please contact ACCD.

If you have any questions about issuing payment, please email Holly Dugan at hdugan@accdpa.org.

Revised: 6/4/2021

