



Pay for an Invoice on Civic Access

City Hall
Planning &
Development
Services

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Pay an Invoice



- 1 Payments can be made online from the City of Lawrence open invoice email, entering the invoice number, or selecting the invoice(s) in the customer portal.

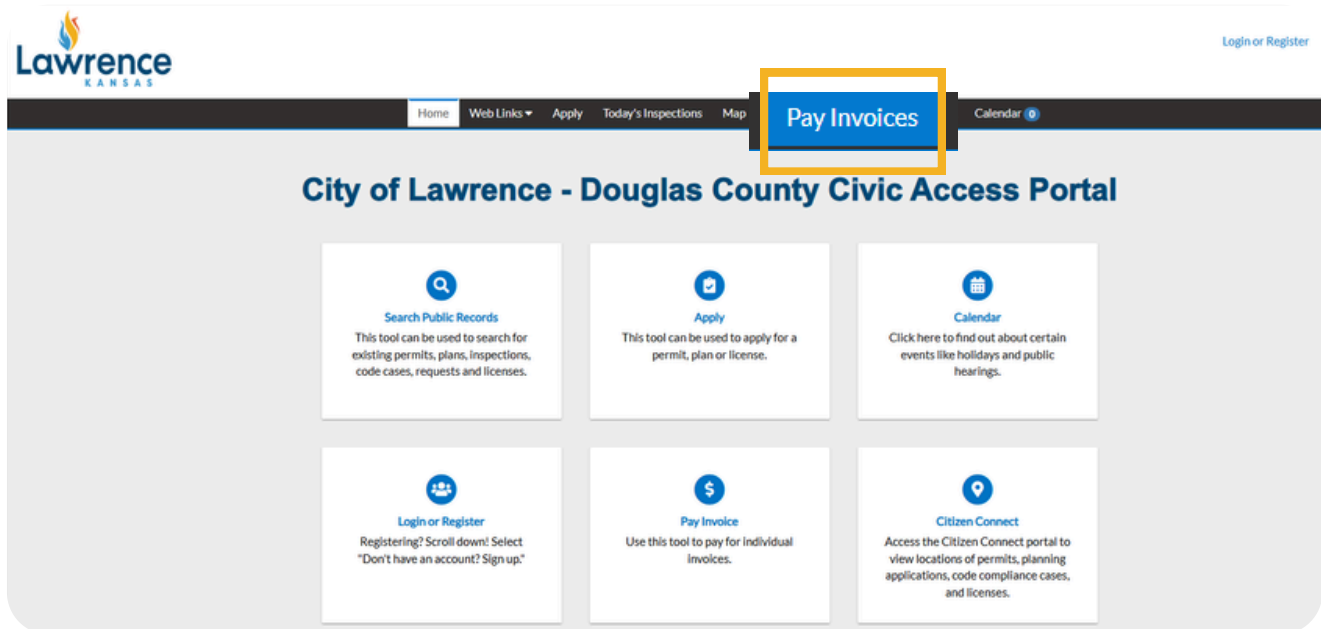
1. Open invoice email from City of Lawrence-

I. Please click on the link from **donotreply@lawrenceks.gov** where this payment can be made.

2. Entering Invoice number-

I. Go to the City of Lawrence customer portal: <https://lawrenceks-energovweb.tylerhost.net/apps/selfservice#/home>

II. Select Pay Invoice found in the header.



Pay an Invoice



III. Enter the invoice number then hit Search.

Invoice number format: **INV-000XXXXX**

Invoice Search

A screenshot of the "Invoice Search" form. It features a text input field with the placeholder text "Search for invoices using entire invoice number, including any prefixes or suffixes". To the right of the input field is a blue button with a magnifying glass icon and the text "Search". A mouse cursor is pointing at the "Search" button.

3. Selecting Invoice number(s)-

I. Please log into to the City of Lawrence customer portal, select My Work found in the header, then My Invoices.

A screenshot of the City of Lawrence customer portal. The top navigation bar includes links for Home, Web Links, Dashboard, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The "My Work" link is highlighted with an orange box. Below the navigation bar, the "My Work" section is displayed, with "MY INVOICES" highlighted by an orange box. Under "MY INVOICES", there are tabs for "MY PERMITS" and "MY LICENSES". Below the tabs, there is a search bar and a table of invoices. The table has columns for Invoice Number, Amount Due, Due, Status, Case Number, and Address. Two invoices are listed, both with "Due" status. An "Export to Excel" button is located in the top right corner of the table area.

Pay an Invoice



II. Click the check boxes next to the invoices and then Add to Cart.

Search...

Export to Excel

Add to Cart

Display

Unpaid

for

All Invoices

<input checked="" type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input checked="" type="checkbox"/>	INV-000			Due	LTR-00	
<input checked="" type="checkbox"/>	INV-000			Due	LTR-00	

NOTE: If no invoices pop up, please select MY PERMITS, MY PLANS, or MY LICENSES.

My Work

MY INVOICES	MY PERMITS	MY PLANS	MY LICENSES
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Select the license/permit/plan number with the Fees Due status.

My Work

MY INVOICES

MY PERMITS

MY PLANS

MY LICENSES

Search...

Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
LTR-00					Fees Due	Long Term Rental Property	
LTR-00					Fees Due	Long Term Rental Property	

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III. Click the Add to Cart button or the Fees option to view the invoice.

License Number: LTR-00[REDACTED]

Add to Cart

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type:	Long Term Rental Property	District:	Lawrence-Douglas Co.	Applied Date:	
Account Number:		Issued By:		Period Start Date:	
Status:	Fees Due			Expiration Date:	
Description:					

Business

Locations

Fees

Attachments

Contacts

More Info

Scroll down to Fee Summary.

Fee Summary

Total Fees: [REDACTED] Paid Fees: [REDACTED] Unpaid Fees: [REDACTED] Add to Cart

Remaining Fees

Sort Fee

Fee	Invoice	Computed	Amount Due
License Fee	INV-000 [REDACTED]		[REDACTED]

Results per page 10 1 - 1 of 1 << < 1 > >>

Paid Fees

Sort Fee

Fee	Invoice	Computed
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No records to display.


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IV. Select Continue to add more fees to your cart by following the same steps or Go to Cart to pay the invoice(s).

A dialog box titled "Add cart result" with a message "2 item(s) added to cart". At the bottom right, there are two buttons: "Continue" (light blue) and "Go To Cart" (dark blue). The "Go To Cart" button is highlighted with a yellow border.

2

Select the Pay Now button. 

3

Payments can be made with a debit/credit card or with eCheck. Select a payment method and enter the information. Then Continue.

A form with two main sections. The left section is titled "Enter your payment information" and contains: "How are you going to pay?" with radio buttons for "Enter new credit card" (selected) and "Enter new eCheck"; "Where should we send your receipt?" with a text input field containing "Email for receipt*"; and a note "You will not be charged until you review your payment on the next step". At the bottom are "Back" and "Continue" buttons. The right section is titled "Summary" and shows "Subtotal" followed by a blacked-out amount, and a note "An additional fee may be charged based on your method of payment".

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4

Select Submit payment.

Complete your payment

Review your payment method

Summary of charges

By clicking **Submit payment**, you agree to the following [privacy policy](#) and [terms of use](#).

[Back](#)[Submit payment](#)

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

Please check your email for the payment receipt.