

Manage Application

1. To interact with an application on which you are listed as a contact, **log in** as a [registered user](#).

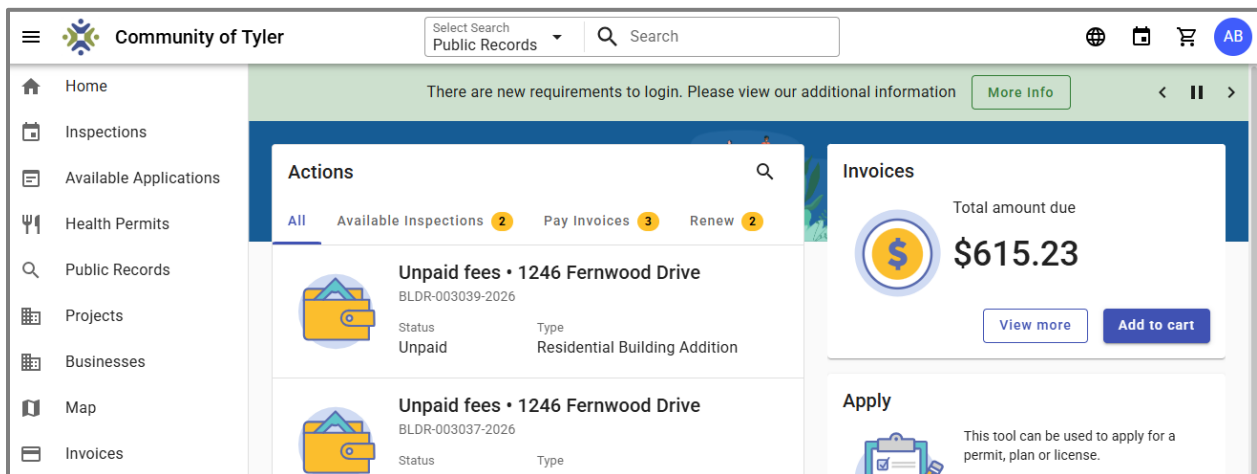
Pay Invoice

Customers can navigate to an invoice to make a payment in several ways in Civic Access.

From Home Page

To find an invoice:

1. Type the [exact invoice number](#) to search for an **invoice** as a public user. Proceed to **Step 2**.
2. Or log in and click the:
 - a. [Invoices](#) tab on the Home page and proceed to **Step 2**.
 - b. [Pay Invoices](#) tab in the Actions section on the Home page.
 - i. Click a **case card** and proceed to **Step 2**.
 - c. [View more](#) button on the Invoices card on the Home page and proceed to **Step 2**.
 - d. [Add to cart](#) button on the Invoices card on the Home page and proceed to **Step 4**. This adds the entire amount on the Invoices card to the cart.



The Civic Access registered-user Home page features Invoices and Pay Invoices tabs and the View more and Add to cart buttons.

3. Click an **Invoice Number** or mark the **invoice(s)**.
4. Click **Add to Cart**.
5. Click **Go to cart**.
6. Click **Check out**.
7. Follow the **instructions** in the payment portal.

	Invoice Number	Amount Due	Due	Status	Case Number	Address
☒	INV-00001729	\$1.00	06/17/2026	Due	FS-000358-2024	1290
☒	INV-00001735	\$60.75	07/09/2026	Due	BLDR-003037-2026	1246
☒	INV-00001736	\$553.48	07/09/2026	Due	BLDR-003039-2026	1246
☒	INV-00001737	\$98.75	07/10/2026	Due	BLDR-003037-2026	1246

Users mark invoices and add them to the cart.



From an Application

To pay fees from any application:

1. Search for the **record**.
 - a. Click the desired **address** link in the results.
 - b. Click **Add to Cart** if the record has multiple invoices. This adds all the unpaid invoices on the case to the cart.
 - c. Or click **Add to Cart** on the desired invoice in the Actions section.
 - d. Proceed to **Step 3**.

1246 Fernwood Drive • BLDR-003037-2026 [Add to Cart](#)

Summary Files Invoices Inspections Sub-records More Info

Permit - Residential Building Addition [Collapse](#)

Status	Project Name	Assigned To	Apply Date	Issue Date	Expire Date
Submitted - Online	-	Jon Velazco	06/09/2026	06/09/2026	06/09/2027
Finalized Date	Last Inspection	District	Square Feet	Valuation	IVR Number
-	-	-	720	\$50,000.00	103273

Description
This permit is to build an attached garage for a single-family home.

Details [View more details](#)

Actions

Pay Invoice Due

Amount	Due Date	Invoice	Add to Cart
\$60.75	07/09/2026	INV-00001735	

Pay Invoice Due

Amount	Due Date	Invoice	Add to Cart
\$98.75	07/10/2026	INV-00001737	

Civic Access displays the unpaid invoices and Add to Cart buttons in the Actions section.

2. Or click the desired **Unpaid fees** card in the Actions section.
 - a. Click **Add to Cart** if the record has multiple invoices. This adds all the unpaid invoices on the case to the cart. Proceed to **Step 3**.
 - b. Or mark the desired **invoice(s)** and click **Add to Cart**.
3. Click **Go to cart**.
4. Click **Check out**.
5. Follow the **instructions** in the payment portal.

Payments | Tyler Cloud Platform Demo Portals - Energov QA [Edge] [2](#) [A](#)

Review your cart items

	Permit: BLDR-003037-2026 Invoice: INV-00001737	\$98.75	View details	Remove
	Permit: BLDR-003037-2026 Invoice: INV-00001735	\$60.75	View details	Remove

Cart summary

Subtotal \$159.50

Additional fees may be applied at checkout

[Check out](#)

Find more items to pay

[Return to Community of Tyler](#)

Civic Access displays the Cart summary and the Check out button in the payment portal.

