



ACI Payments Website and Online Payments for Building Application Fees

*****Before making an online payment, you must submit a Building Application and receive an Estimate of Fees from the Building Division*****

The City of Pismo Beach Building Division accepts on-line payments for Building Applications via the ACI Payments, Inc. website
www.officialpayments.com.

Before making an online payment, you will need the following:

- Site Address
- Building Fee Estimate Number (Bxx-xxxxxx)
- Building Estimate of Fees (contact a Stephanie Wilson to receive an estimate)

By using the ACI Payments, Inc. website:

- You can pay by Electronic Check, Visa, Mastercard, or American Express (credit/debit options may vary)
- A service fee will apply (e-check \$3.25 flat fee and 2.75% for credit/debit)
- For proof of payment, you must submit an e-copy of your receipt to Building Permit Technician Stephanie Wilson swilson@pismo beach.org.

Step 1

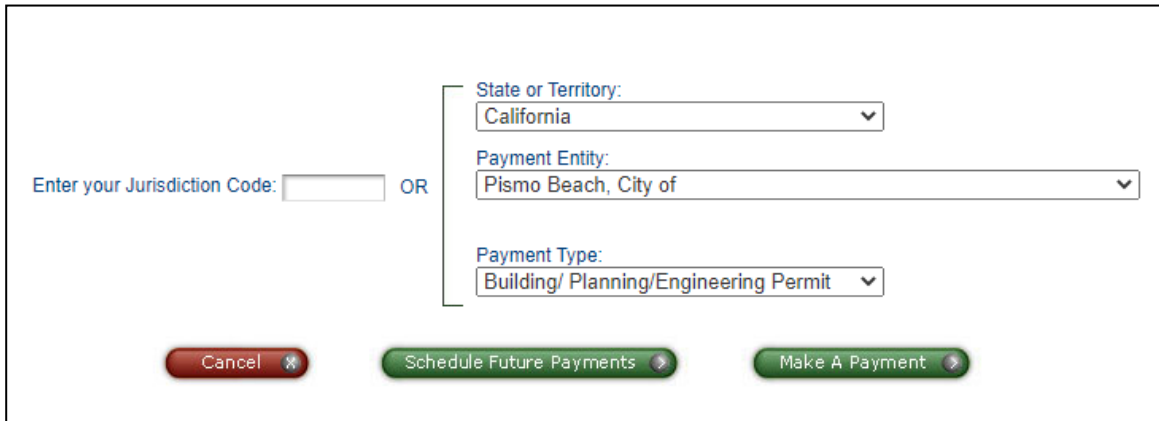
From the ACI Payments, Inc. Home Page, select '**LOCAL PAYMENTS**':

The screenshot shows the ACI Payments website interface. At the top, it says "Make Payments On Time, Every Time" and provides a brief description of the service. Below this, there are four main categories of payments: "FEDERAL IRS PAYMENTS", "STATE PAYMENTS", "LOCAL PAYMENTS", and "EDUCATION PAYMENTS". Each category has a small icon and a "Make A Payment >" button. A red arrow points to the "LOCAL PAYMENTS" button. At the bottom, there is a "What's New" section with a link to the federal tax payments site.

Step 2

Use the dropdown fields to enter the applicable jurisdiction information:

- State or Territory – California
- Payment Entity – Pismo Beach, City of
- Payment Type – Building/ Planning/Engineering Permit



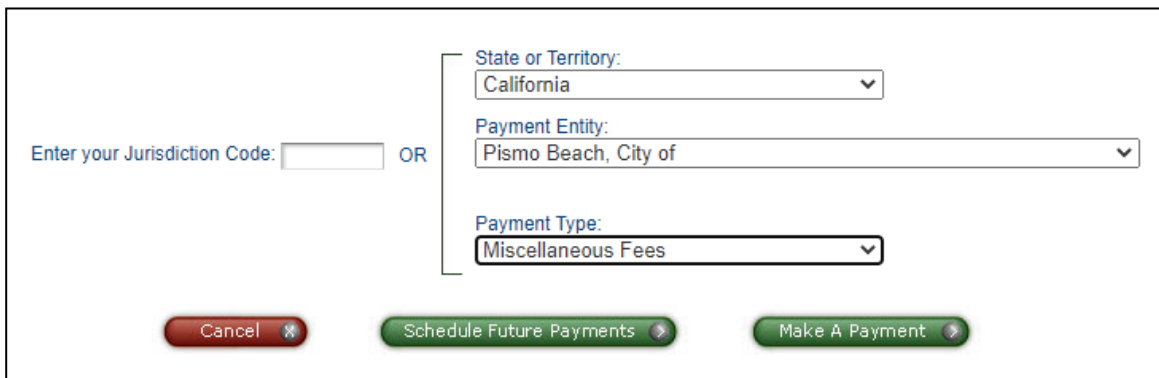
Enter your Jurisdiction Code: OR

State or Territory:

Payment Entity:

Payment Type:

To use either **debit** or **credit** card payments, select '**Miscellaneous Fee**' for 'Payment Type'



Enter your Jurisdiction Code: OR

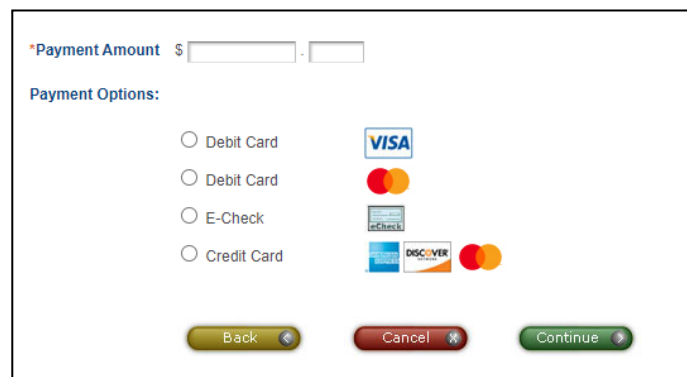
State or Territory:

Payment Entity:

Payment Type:


Step 3


Enter your payment amount, select payment option, then click 'Continue' to proceed with the payment process.






*Payment Amount \$.

Payment Options:

Debit Card 

Debit Card 

E-Check 

Credit Card  

Step 4

You will be prompted to review and 'Accept' the payment service offered by ACI Payments, Inc. as the authorized entity to which you are making a payment. Please review the Terms and Conditions provided and click 'Accept' to proceed with your payment.


ACI Payments, Inc. Terms and Conditions:

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as

 Printer Friendly

[Back](#) [Decline](#) [Accept](#)

Step 5

If you already have an account through ACI Payments, Inc. you will be prompted to sign in. If not, you will be prompted to either 'Create an Account' or 'Continue as Guest'. For one-time payments, you may continue as a Guest.

Yes, I have an account

Sign in for faster payments

E-mail Address:

Password:

[Submit](#)

[Forgot Password?](#)

No, I don't have an account

You can create an account for faster payments, immediate payment verification and automatic payments.

[Create an Account](#)

You do not need an account to make a payment.

[Continue as Guest](#)

Step 6

If continuing as 'Guest' or if you choose to 'Create an Account', you will be prompted to enter in 'Payer Information'. Complete all required fields and select 'Continue' to payment.

*****IMPORTANT - DOUBLE-CHECK THE ROUTING AND CHECKING ACCOUNT #'s BEFORE CONTINUING. ANY E-CHECK'S RETURNED WITH AN INVALID ACCOUNT NUMBER STRUCTURE OR UNABLE TO LOCATE ACCOUNT MESSAGE WILL BE RETURNED AND AN ADDITIONAL \$39 CHARGE WILL BE ADDED TO YOUR BALANCE.**

Payer Information

(Information for the person making the payment.)

*Country:

*First Name:

Middle Name:

*Last Name:

Suffix: (Jr., Sr. etc.)

*Street Address:

*Town/City:

*State:

*Zip Code:
(Use this field for APO, FPO, AA, AE or AP codes.)

*Daytime Phone: () -

E-mail Address:
(Required for an e-mail confirmation and online verification.)

Re-enter E-mail Address:

Check here to set up reminders for future payments after you complete the current payment.




*Permit Number (ex: B21-000XXX, ENG21-000XXX or P21-000XXX):

*Last Name:

*Payment Type:

Payment Option

(May differ from the person owing the tax, bill, or fee.)

*Card Type:   

*Card Number:

*Expiration Date: / (mm/yy)

*Card Verification Number:
(To determine the location of your Card Verification Number, click here.)

Payment Information

Payment Type:	Building/ Planning/Engineering Permit
Payment Amount:	\$200.00
Convenience Fee:	\$5.50
Total Payment:	\$205.50

Step 7

Following payment, print a copy of the receipt and email to one of the following:

- The Building Permit Technician, swilson@pismobeach.org ;
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If you have any questions concerning these instructions, please contact Stephanie Wilson, Building Permit Technician, at (805) 773-7040 or swilson@pismobeach.org. If you have any questions regarding use of the ACI Payments, Inc. on-line service, please contact Vanessa Garris, Finance Manager, at (805) 773-7085 or vgarris@pismobeach.org.