

How to Pay Fees

Overview

After submitting a permit/application, and the applicable program reviews your submission there could be a fee associated with it before you can get your permit/license. This guide will walk you through the process to pay the associated fees.

This is applicable across all applications and permits.

Prerequisites/Requirements

- User account
- Completed and submitted permit/application

Step by Step (with screenshots)

1. After your permit/application is reviewed by the appropriate program, you will be notified by Auto_Sender@accela.com about the current status of your permit/application and if any fees that need to be paid.
NOTE: It's important to add Auto_Sender@accela.com to your address book so the emails do not get marked as Spam.
2. After logging in to the application portal, navigate to 'My Records'. You're looking for the permit/application that has, "**Pay Fees Due**" in the "**Action**" column

▼ Environmental Health

Showing 1-5 of 5 | [Download results](#) | [Add to collection](#)

| <input type="checkbox"/> | Record Number | Record Type | Facility Name | Address | Expiration Date | Status | Action |
|--------------------------|----------------------|--|---------------|---------|-----------------|----------------------|--------------------|
| <input type="checkbox"/> | 25TMP-000577 | Food Protection Manager Certification Registration | | | | | Resume Application |
| <input type="checkbox"/> | FSP-MFF-25-018 | Mobile Food Facility Application | | | | Issued | |
| <input type="checkbox"/> | FSP-MFF-202507280008 | Mobile Food Facility Permit | | | 03/01/2026 | Active | |
| <input type="checkbox"/> | PAA2500009 | Asbestos Abatement Notification / Permit Application | | | | Closed - Completed | |
| <input type="checkbox"/> | PLN-PLMB-25-00001 | Plumbing Plan Review | | | | Plan Review Required | Pay Fees Due |

3. Clicking on “Pay Fees Due”, takes you to this screen where you will review all fees that have been assessed.

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Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

| Fees | Qty. | Amount |
|-----------------|------|---------|
| Plan Review Fee | 1 | \$85.00 |

TOTAL FEES: \$85.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application >>](#)

4. Clicking “**Continue Application >>**” will take you to the screen where you select the method of how you will pay

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Please select a payment method and then fill in all required information.
The available payment method is:

- Credit Card

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options


Amount to be charged: \$85.00
Convenience Fee: \$2.00
Total Amount: \$87.00

☒ Pay with credit/debit or PayPal
☐ Pay with Credit Card
☐ Pay with Bank Account

[Submit Payment >>](#)

5. When you make your selection and click “**Submit Payment >>**” you will be taken to the Intellipay payment screen.



| Resident Information | Payment Information | ATTENTION |
|--|---|---|
| Account Number: <input type="text" value="7593"/> | Payment Method <input checked="" type="radio"/> Credit Card | Allegheny uses GovTeller to process payments. GovTeller charges the following fees: |
| <input checked="" type="radio"/> Individual <input type="radio"/> Business | Name on Card <input type="text" value="Required"/> | <ul style="list-style-type: none">• Visa/MC/Disc/Amex: 4%• ACH/Echeck: \$1.50 |
| First Name <input type="text" value="Required"/> | Card Number <input type="text" value="Required"/> | Please note that Allegheny County does NOT receive any of these fees. All service fees go to GovTeller. There will be two items on your statement. The first is the amount due, which comes to us. The second is the service fee amount and that goes to GovTeller. |
| Last Name <input type="text" value="Required"/> | Expiration Date <input type="text" value="Month"/> <input type="text" value="Year"/> | If you have any questions or would like to talk to someone in customer support, please call (949) 555-1212 during standard business hours: Monday through Friday 9 am – 5 pm Eastern Standard Time. |
| Country <input type="text" value="United States of America"/> | Billing Zip Code <input type="text" value="Required"/> | TERMS AND CONDITIONS By checking the box and submitting payment information through this Service you agree to the terms and conditions of this Agreement. You make select the link and view the Terms and Conditions if you have questions. |
| Address 1 <input type="text"/> | CVV Code <input type="text" value=""/> What's this? | PRIVACY POLICY Personal Information: We do not sell, trade, rent or otherwise share for marketing purposes your Personal Information with third parties. In general, the Personal Information you provide to us is used to help us communicate with you or provide reasonable safeguards to verify identity. Non-Personal Information: In general, we use Non-Personal Information to help us improve the Service and customize the user experience. We also aggregate Non-Personal Information in order to track trends and analyze use patterns on the Site. |
| Address 2 <input type="text"/> | | |
| City <input type="text"/> | | |
| State <input type="text" value="Select a State"/> | | |
| Zip Code <input type="text"/> | Payment Amount <input type="text" value="85.00"/> | |
| Email <input type="text" value="Ian.Munroe@AlleghenyCounty.US"/> | Service Fee \$3.40 | |
| Phone <input type="text"/> | Total Amount \$88.40 | |
| | <input type="checkbox"/> I Accept the Service Fee and its Terms and Conditions | |
| | Comments <input type="text"/> | |
| | <input type="checkbox"/> I'm not a robot  | |
| | <input type="button" value="Submit Payment"/> | |
| | <input type="button" value="Cancel"/> | |

6. At this screen you will fill out all the fields, click the captcha button, and then the green “Submit Payment” at the bottom.


NOTE: If your payment is unsuccessful, you be alerted as such and you’ll be prompted to enter in another form of payment.

7. Upon completion of that you moved to the Receipt screen:

Payment Receipt

Print

Return to Home

**ALLEGHENY COUNTY**

Receipt for Demo - Allegheny County

- **ddd dd**
- Account Number: 7593
- ddd
- ddd, PA 15218
- Email: Ian.Munroe@AlleghenyCounty.US
- Description: Payment for invoice C19671365

- Payment Status: **Approved**
- Payment Result: Approved
- Payment Date: 08/07/2025
- Authorization Code: 405891
- Auth Date: 08/07/2025 09:29:15 MST
- Reference: C19671365P24324841
- Payment Amount: \$85.00 USD
- Service Fee: \$3.40
- Total Amount: \$88.40
- MTID: M162
- CN: mrrere
- On card: *****5232
- Pay Method: Mastercard

Thank you. Your payment has been received.

Cardholder Copy - Retain this copy for statement verification

And you will receive an email from Auto_Sender@accela.com and Intellipay with your receipt. At this point, click “Return to Home” in the upper right hand corner of the screen.

8. Once you click on “Return to Home”, you will see this screen:

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Record Issuance



You have paid a fee associated to this Record.
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.
Your Record Number is PLN-PLMB-25-00001.

You will need this number to check the status of your application or to schedule or check the results of an inspection, if applicable.

Print/View Receipt

Select 'View Record Details' to check the status of your application, upload additional attachments, and schedule inspections, if applicable.

View Record Details »

Expected Outcome

You will have the knowledge how to pay fees or the applicable permit/application.

Troubleshooting Tips

Q: I didn't get my receipt, where is it, and can I email for a copy?

A: First, review the steps outlined above. Was your payment successful? If it was, and you didn't get a receipt, you can reach out to the Service Desk and we will be able to provide you another receipt from the system.

Q: Can I pay cash?

A: Sorry, but we're not accepting cash payments at this time.

Q: If I'm out and about, can I pay in-office rather than online?

A: Depending on the program, that option is available. Please reach out to the Service Desk and see what other options are available.

Links