

PAYING INVOICES

There are two methods when paying invoices. One requires login into ConnectLCF while the other does not. It is important to note, anyone may pay for an invoice. This is useful for applicants who wish for the property owner or a representative to pay for the invoice rather than themselves.

Method One: Does Require Login (Can pay for multiple invoices at once)

1. FROM THE USER'S DASHBOARD SCROLL DOWN TO THE INVOICES SECTION
2. CLICK ADD TO CART NEXT TO CURRENT/PAST DUE/TOTAL TO PAY FOR INVOICES.
3. THE INVOICE WILL OPEN WITH LINE ITEM FOR THE CHARGES. ONCE READY TO PAY, CLICK THE PAY NOW BUTTON AT THE BOTTOM

Invoices		
Current	\$0.00	Add To Cart
0		
Past Due	\$6,856,888.20	Add To Cart
10		
Total	\$6,856,888.20	Add To Cart
10		

[Pay Now](#)

4. REVIEW THE TOTAL PAYMENT WHICH INCLUDES A SERVICE CHARGE BY THE CREDIT CARD COMPANY. FILL OUT THE CREDIT CARD INFORMATION AND CLICK "PROCESS PAYMENT"

[View Full List](#)

- AMERICAN EXPRESS IS NOT ACCEPTED.
- DO NOT DOUBLE CLICK/RELOAD/USE THE BACK BUTTON. THIS MAY RESULT IN DOUBLE PAYMENT.
- Receipt is emailed to the billing contact on the record.

CREDIT CARD PROCESSING FORM

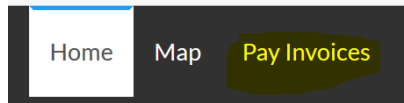
NOTE: Check payments can be made as well. Please include the INVOICE NUMBER on the check and mail/drop it off to the Administration Department at City Hall, One Civic Center Drive, La Canada Flintridge, CA 91011.



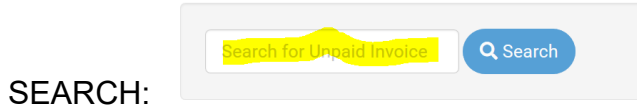
CONNECTLCF

Method Two: Does Not Require Login (anyone can pay)

1. FROM CONNECTLCF PAGE CLICK ON "PAY INVOICE":



2. TYPE IN THE INVOICE NUMBER IN THE SEARCH BAR THEN HIT



3. THE INVOICE WILL OPEN WITH LINE ITEM FOR THE CHARGES. ONCE READY TO PAY, CLICK THE PAY NOW BUTTON AT THE BUTTOM



4. REVIEW THE TOTAL PAYMENT WHICH INCLUDES A SERVICE CHARGE BY THE CREDIT CARD COMPANY. FILL OUT THE CREDIT CARD INFORMATION AND CLICK "PROCESS PAYMENT

- AMERICAN EXPRESS IS NOT ACCEPTED
- DO NOT DOUBLE CLICK/RELOAD/USE THE BACK BUTTON. THIS MAY RESULT IN DOUBLE PAYMENT
- THERE WILL NOT BE A CONFIRMATION PAYMENT PAGE WITH THIS METHOD!

