

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 USERS DASHBOARD SCROLL DOWN TO THE INVOICES SECTION

2. CLICK ADD TO CART NEXT TO CURRENT TO PAY FOR CURRENT INVOICES.

3. CLICK ADD TO CART NEXT TO PAST DUE INVOICES TO PAY FOR OUTSTANDING INVOICE

Invoices

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

[View Full List](#)

4. FINALLY CLICK ADD TO CART NEXT TO TOTAL TO PAY FOR ALL INVOICE AT ONCE

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

BOTTOM RIGHT:

[Pay Now](#)

CONNECT LCF

6. 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
- Receipt is emailed to the billing contact on the record

CREDIT CARD PROCESSING FORM

MyGovPay™

[Contact Us](#)

Thursday, August 1, 2019

Order Summary

Agency Name: City of La Canada Flintridge
Order Number: 6905

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-0000	NONE	1	\$117.40	\$117.40

Item Total: \$117.40
Service Fee: \$3.52
Tax: \$0.00
Order Total: \$120.92

Payment Details

Cardholder Name: * Billing Street: * Billing Zipcode: *
Card Type: * Card Number: * Expiration Date: * CVV Code:

Process Payment

Cancel

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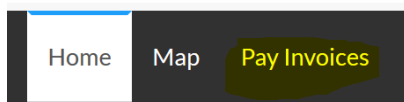
powered by 

NOTE: Check or cash payments can be made in person in the Administration Department at City Hall, One Civic Center Drive, La Canada Flintridge, CA 91011. INVOICE NUMBER REQUIRED.

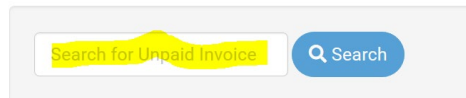


Method Two: Does Not Require Login (anyone can pay)

1. FROM CONNECTLCF PAGE CLICK ON “PAY INVOICE”:



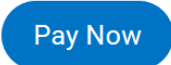
2. TYPE IN THE INVOICE NUMBER IN THE SEARCH BAR THEN



HIT SEARCH:

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

BOTTOM RIGHT:

A blue button with the text 'Pay Now' in white.

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!**