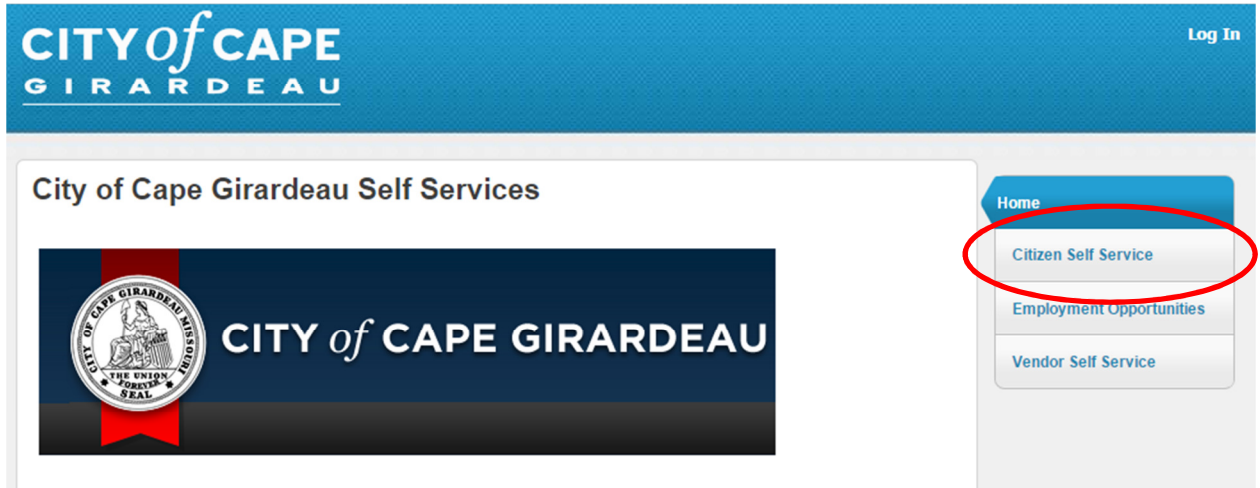
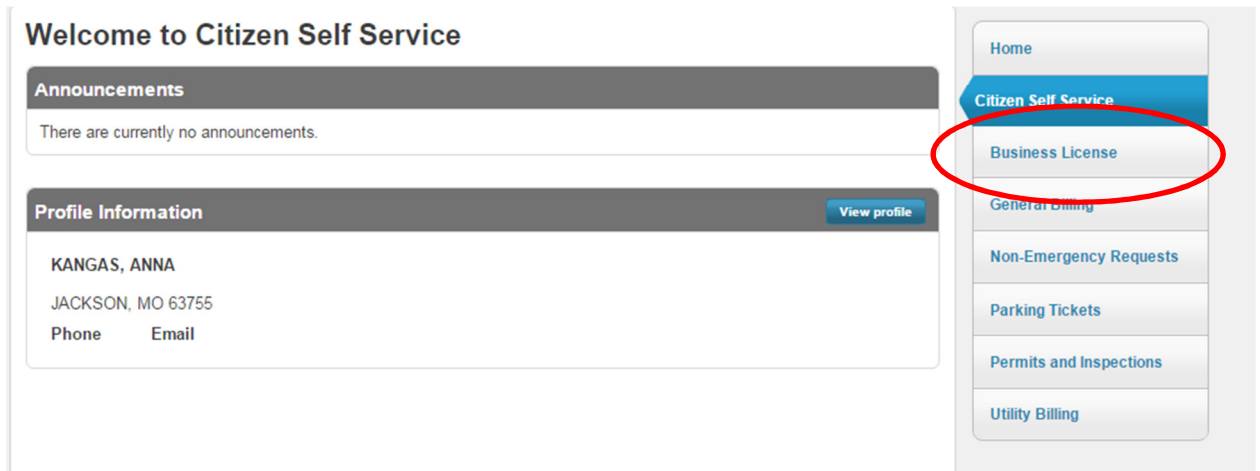


How to pay for your contractor license and permit online:

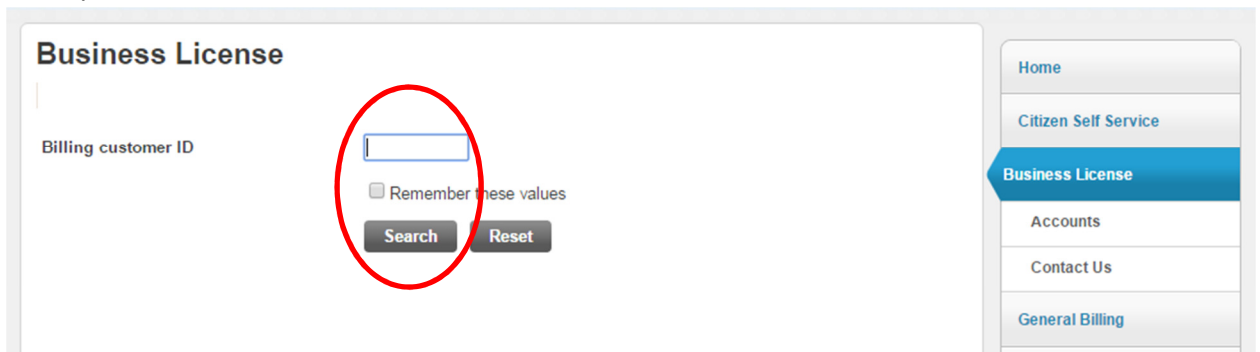
1. Go to this website and log in to your account:
<https://capegirardeaumo.munisselfservice.com/css/citizens>
2. On the right hand side of the screen, click on Citizen Self Service



3. On the right hand side of the screen, click on Business License



4. Enter your Customer ID number and click Search



5. Verify the correct name is listed in the "owner" column, and then click on Details

Business License

Search Results

[Modify Search](#) | [New Search](#)

1 Found bill years 1989 to 2019 only

Location	Owner	Account ID	Cycle/Month/Year	Category	Type	
0	KANGAS, ANNA	3226	CONT, 3 2015	TL	TC	Details Add to Cart

[Home](#)
[Citizen Self Service](#)
Business License
[Accounts](#)
[Contact Us](#)

6. Verify the amount is correct and click Add to Cart

Business License

Bill Detail

[View Bill](#)

Bill Year	2015
Bill	2975
Owner	KANGAS, ANNA

[View payments/adjustments](#)

Charge	Description	Amount
TRADEL	TRADE LICENSES	\$35.00
SUBTOTAL		\$35.00
Payments/Adjustments		\$0.00
Total Unpaid Balance		\$35.00
TOTAL DUE		\$35.00

[Add to Cart](#)

[Home](#)
[Citizen Self Service](#)
Business License
[Accounts](#)
[View Bill](#)
[All Bills](#)
[Payment History](#)
[License Details](#)
[Contact Us](#)
[Search Results](#)
[New Search](#)
[General Billing](#)

7. If you want to pay for a permit at the same time, click on Permits and Inspections on the right side of the screen.

Business License

Bill Detail

Business License 2975 was added to your shopping cart.
To proceed with payment, click "My Cart" then click "Checkout".

[View Bill](#)

Bill Year	2015
Bill	2975
Owner	KANGAS, ANNA

[View payments/adjustments](#)

Charge	Description	Amount
TRADEL	TRADE LICENSES	\$35.00
SUBTOTAL		\$35.00
TOTAL DUE		\$35.00

[Add to Cart](#)

- Home
- Citizen Self Service
- Business License**
- Accounts
- View Bill
- All Bills
- Payment History
- License Details
- Contact Us
- Search Results
- New Search
- General Billing
- Non-Emergency Requests
- Parking Tickets
- Permits and Inspections**

8. Enter the Application reference number and click Search

Permits and Inspections

[Apply Online](#)

Application reference

Status

☐ Active Applications only

☐ Unperformed Inspections only

☐ Remember these values

[Search](#) [Reset](#)

- Home
- Citizen Self Service
- Business License
- General Billing
- Non-Emergency Requests
- Parking Tickets
- Permits and Inspections**
- Contact Us
- Utility Billing

9. Click on Details

Permits and Inspections

Search Results

1 Application | 0 Inspections

[Modify Search](#) | [New Search](#)

☐ Show active Applications only

Applications (1 found)

Location / Subdivision	Owner/Contractor	Parcel	Status	Reference	Fees	Due	
401 INDEPENDENCE STREET	CAPE GIRARDEAU CITY OF	211070028013000000	ACTIVE	4582	\$35.00	\$35.00	Details

☐ Show unperformed Inspections only

Inspections * (0 found)

Found no Inspections matching the search criteria.

* List only includes inspections with no associated application.

[Home](#)
[Citizen Self Service](#)
[Business License](#)
[General Billing](#)
[Non-Emergency Requests](#)
[Parking Tickets](#)
Permits and Inspections
[Contact Us](#)
[Search Results](#)

10. Click on Add to Cart

Permits and Inspections

Application reference 4582

1 Permit | 1 Inspection

Status: ACTIVE / IN REVIEW

Project/Activity: GRADING PERMIT

Location: 401 INDEPENDENCE STREET
CAPE GIRARDEAU

Owner: CAPE GIRARDEAU CITY OF

Parcel ID: 211070028013000000

[View Application Information](#)

Permits (1 found)

<input checked="" type="checkbox"/>	Permit Type	Status	Total Fees	Balance Due		
<input checked="" type="checkbox"/> Pay	GRADING	REVIEWING	\$35.00	\$35.00	Details	Alert

Inspections (1 found)

<input type="checkbox"/>	Inspection Type	Owner/Contractor	Scheduled	Result	Fee	Balance Due		
<input type="checkbox"/> Pay	STORMWATER	CAPE GIRARDEAU CITY OF / KANGAS, ANNA			\$0.00	\$0.00	Details	Alert

[Add to Cart](#)

select Permits/Inspections you would like to pay now, then click "Add to Cart"

* Indicates pending web payments exist that are not reflected in the Payments/Credits amount at this time.
Additional payments cannot be made until pending payments have been processed.

[Home](#)
[Citizen Self Service](#)
[Business License](#)
[General Billing](#)
[Non-Emergency Requests](#)
[Parking Tickets](#)
Permits and Inspections
[Contact Us](#)
[Application Details](#)
[Search Results](#)
[New Search](#)
[Utility Billing](#)

11. Click on My Cart at the top right, and then Checkout

The screenshot shows the 'Permits and Inspections' section of a website. The main content area displays application details for 'Application reference 4582'. A message indicates that the permit fee was added to the shopping cart. A table lists the application details, and a 'View Application Information' link is provided. On the right, a 'My Cart (2)' dropdown menu is open, showing a list of items with their prices and a 'Checkout' button highlighted with a red circle.

Item	Price
Business License 2975	\$35.00
Permit fee: GRADING 4582	\$35.00
Total:	\$70.00

Permits and Inspections
Application reference 4582
1 Permit | 1 Inspection

✓ Permit fee: GRADING 4582 was added to your shopping cart.
To proceed with payment, click "My Cart" then click "Checkout".

Status	ACTIVE / IN REVIEW
Project/Activity	GRADING PERMIT
Location	401 INDEPENDENCE STREET CAPE GIRARDEAU
Owner	CAPE GIRARDEAU CITY OF
Parcel ID	211070028013000000

[View Application Information](#)

Permits (1 found)

My Cart (2)

Review Cart **Checkout**

[Citizen Self Service](#)

[Business License](#)

[General Billing](#)

[Non-Emergency Requests](#)

[Parking Tickets](#)

Permits and Inspections

[Contact Us](#)

12. Click Pay by Credit Card

The screenshot shows the 'Pay Bills' section of a website. The main content area displays a 'Select Payment Method' section with a message indicating that the website accepts check, debit card, and credit card payments. A link for 'Pay by Credit Card' is highlighted with a red circle. On the right, a sidebar menu lists various services, including 'Permits and Inspections'.

Pay Bills
Return to Citizens page

Select Payment Method

We accept check payments, debit card and credit card payments.

[Pay by Credit Card](#) | [Cancel](#)

[Home](#)

[Citizen Self Service](#)

[Business License](#)

[General Billing](#)

[Non-Emergency Requests](#)

[Parking Tickets](#)

[Permits and Inspections](#)

[Utility Billing](#)

13. Enter your payment information and click Continue. You may pay by e-check, or VISA, Mastercard or Discover debit or credit card. Please note: there is a Service Fee added to online payments.



Cape Girardeau, City of, MO
Permits

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Payment Amount \$20.00

Payment Method

☒ Debit Card or Credit Card

Card Number	Expiration Date	Security Code What is this?
*****1111	01 - Jan ▼ 2016 ▼	

☐ Bank Account

[Cancel](#)

Please note you will not be
charged until you Submit at end.

Continue

This page supports 128-bit SSL encryption as verified by DigiCert.

[PRIVACY POLICY](#) | [Complaints](#) | [Legal Notices](#) | [Pay By Phone](#) | [Tax Professionals](#) | [About Us](#) | [Working With Official Payments](#) | [Sitemap](#)
Copyright © 2015 Official Payments Corporation. All Rights Reserved.
Official Payments Corporation is a licensed money transmitter in 44 states, the District of Columbia, and Puerto Rico. Official Payments is not required to be licensed as a money transmitter in Indiana, Massachusetts, Montana, New Mexico, South Carolina or Wisconsin.



14. Review the fee, Terms and Conditions and click Accept Terms



Cape Girardeau, City of, MO
Permits

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Review & Accept Terms

Payment Method	Amount	Service Fee	Total
VISA Ending in 1111	\$20.00	\$1.95	\$21.95

Terms and Conditions:

Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The service fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will

Printer Friendly

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

Accept Terms

This page supports 128-bit SSL encryption as verified by DigiCert.

[PRIVACY POLICY](#) | [Complaints](#) | [Legal Notices](#) | [Pay By Phone](#) | [Tax Professionals](#) | [About Us](#) | [Working With Official Payments](#) | [Sitemap](#)
Copyright © 2015 Official Payments Corporation. All Rights Reserved.
Official Payments Corporation is a licensed money transmitter in 44 states, the District of Columbia, and Puerto Rico. Official Payments is not required to be licensed as a money transmitter in Indiana, Massachusetts, Montana, New Mexico, South Carolina or Wisconsin.



15. Enter your account information and click Continue:



Cape Girardeau, City of, MO
Permits

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Please enter your account information

Name

First Name MI Last Suffix

Country

United States ▼

Address

Street Address

Street Address 2

Apartment or Suite Number

City MS Zip Code

Day Time Phone Number

☒ US ☐ International

() -

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your e-mail

E-mail Confirm E-mail

Bill Number: 0
Bill Year: 2015
Account Number: PRM|2275|S100|29347
Customer ID: 0
Session ID : 568024274~1

Please note you will not be
charged until you Submit at
end.

[Back](#) | [Cancel](#)

Continue

This page supports 128-bit SSL encryption as verified by DigiCert.

[PRIVACY POLICY](#) | [Complaints](#) | [Legal Notices](#) | [Pay By Phone](#) | [Tax Professionals](#) | [About Us](#) | [Working With Official Payments](#) | [Sitemap](#)
Copyright © 2015 Official Payments Corporation. All Rights Reserved.
Official Payments Corporation is a licensed money transmitter in 44 states, the District of Columbia, and Puerto Rico. Official Payments is not required to be licensed as a money transmitter in Indiana, Massachusetts, Montana, New Mexico, South Carolina or Wisconsin.



16. Verify your Account Information and click Submit. You should receive a payment confirmation.



Cape Girardeau, City of, MO
Permits

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Review And Submit

Payment Method	Amount	Service Fee	Total
Ending in 1111	\$20.00	\$1.95	\$21.95

Account Information	Name	Test Card
	Street Address	401 Independence
	City	Cape Girardeau
	State	MO
	Zip Code	63703
	Country	United States
	Phone	(573) 339 - 6327
	Email	akangas@cityofcape.org

[Back](#) | [Cancel](#)

Submit

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

This page supports 128-bit SSL encryption as verified by DigiCert.

[PRIVACY POLICY](#) | [Complaints](#) | [Legal Notices](#) | [Pay By Phone](#) | [Tax Professionals](#) | [About Us](#) | [Working With Official Payments](#) | [Sitemap](#)
Copyright © 2015 Official Payments Corporation. All Rights Reserved.
Official Payments Corporation is a licensed money transmitter in 44 states, the District of Columbia, and Puerto Rico. Official Payments is not required to be licensed as a money transmitter in Indiana, Massachusetts, Montana, New Mexico, South Carolina or Wisconsin.

