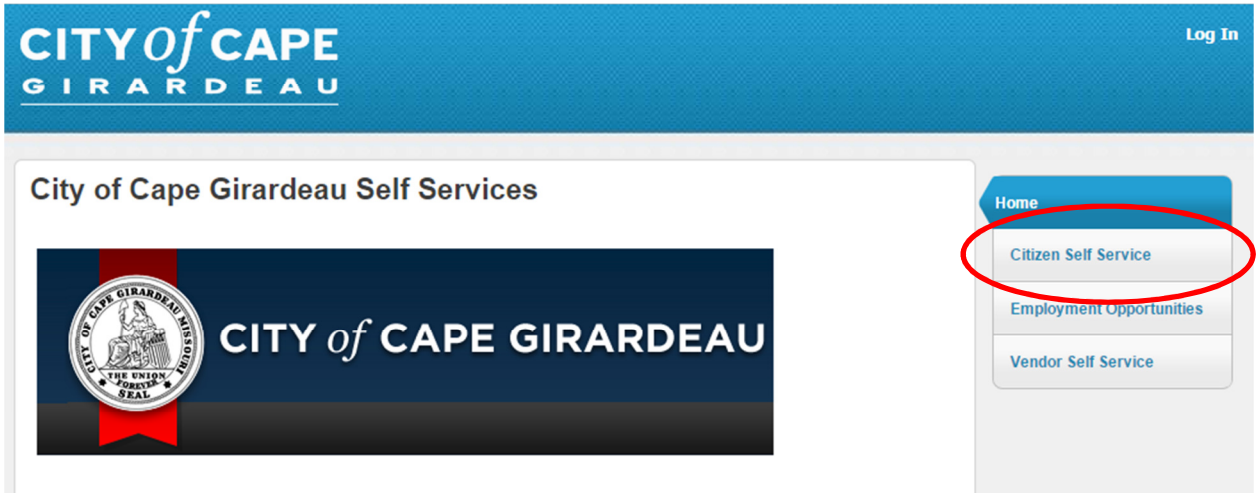
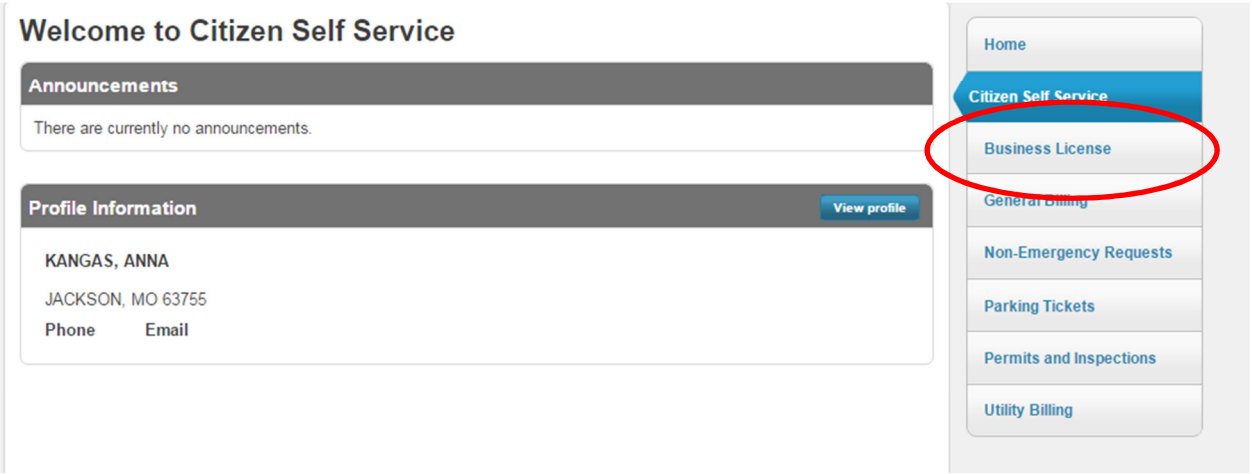
How to pay for your contractor license and permit online:

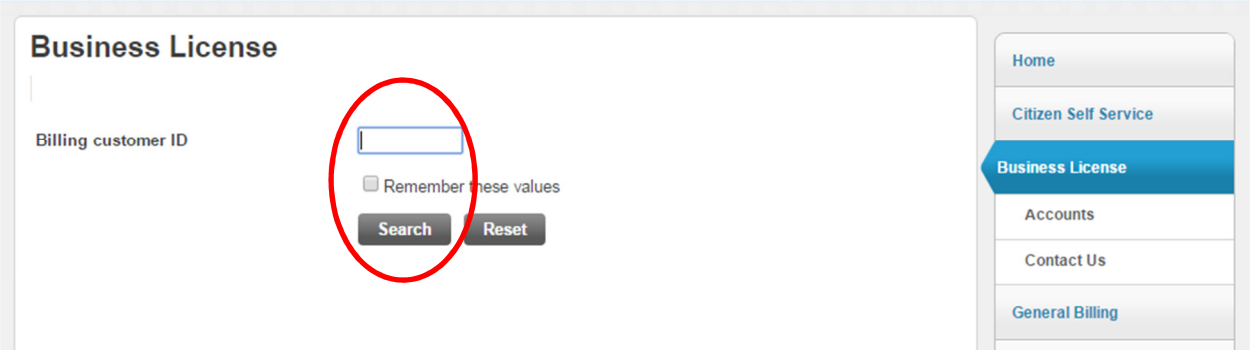
1. Go to this website and log in to your account: https://mss.cityofcapegirardeau.org/MSS/default.aspx
2. On the right hand side of the screen, click on Citizen Self Service



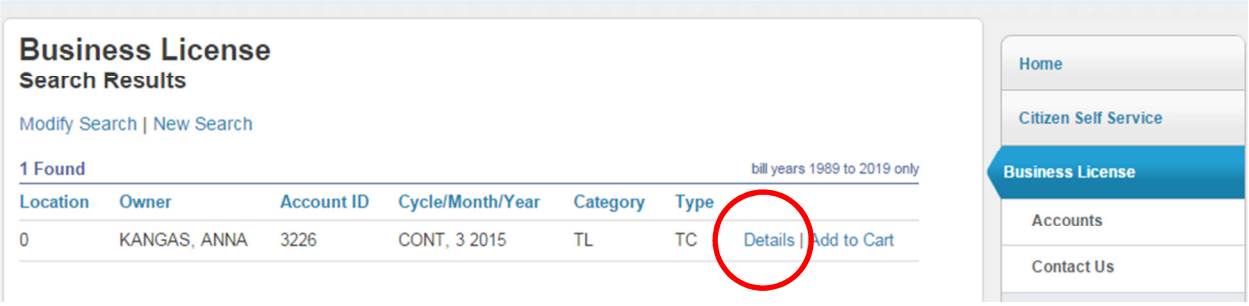
3. On the right hand side of the screen, click on Business License



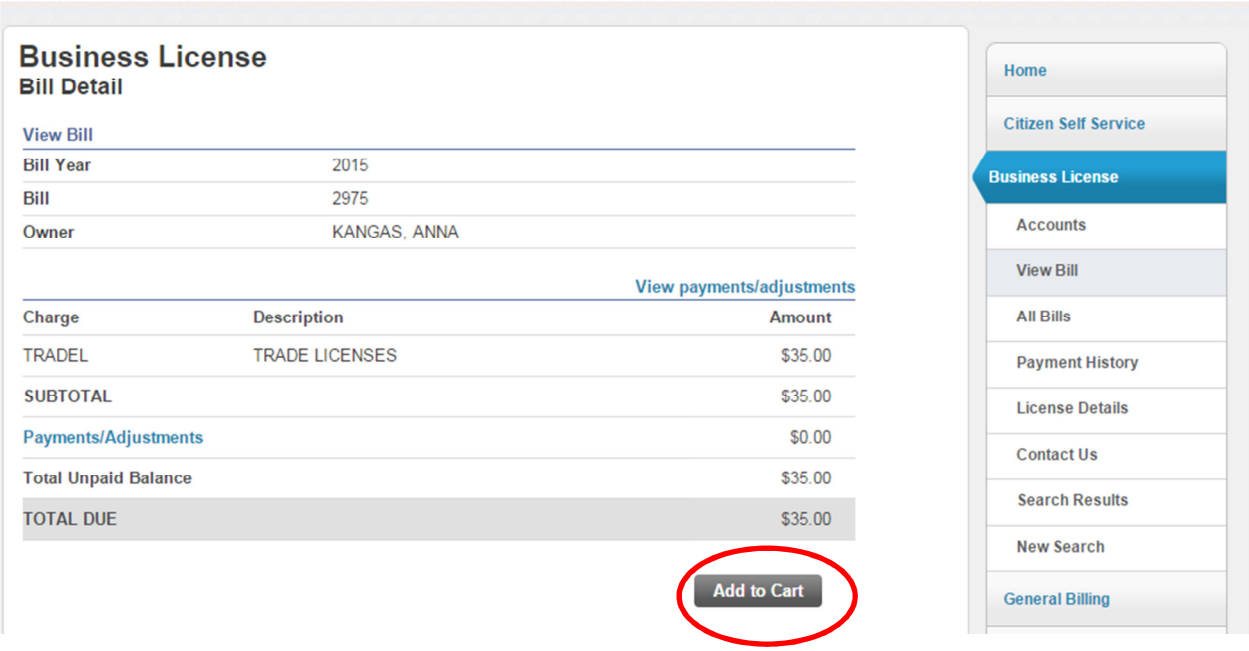
4. Enter your Customer ID number and click Search



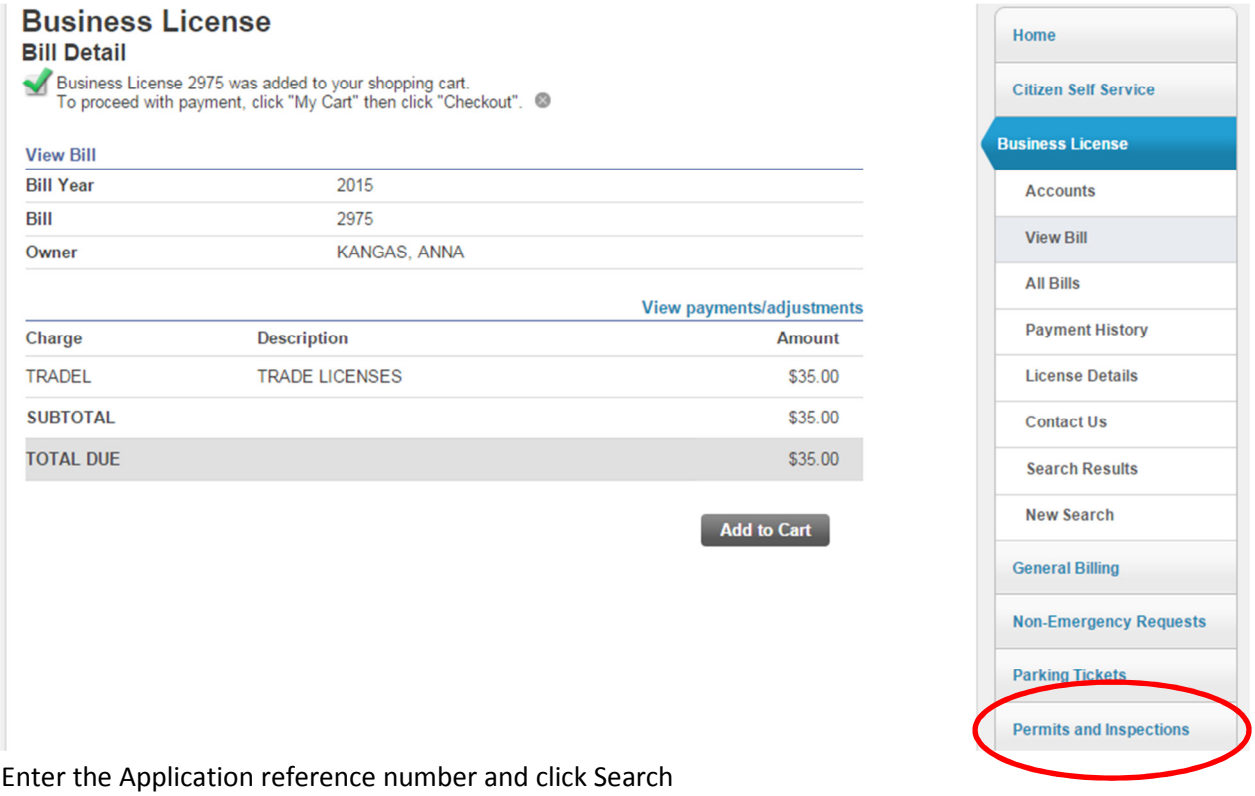
5. Verify the correct name is listed in the “owner” column, and then click on Details



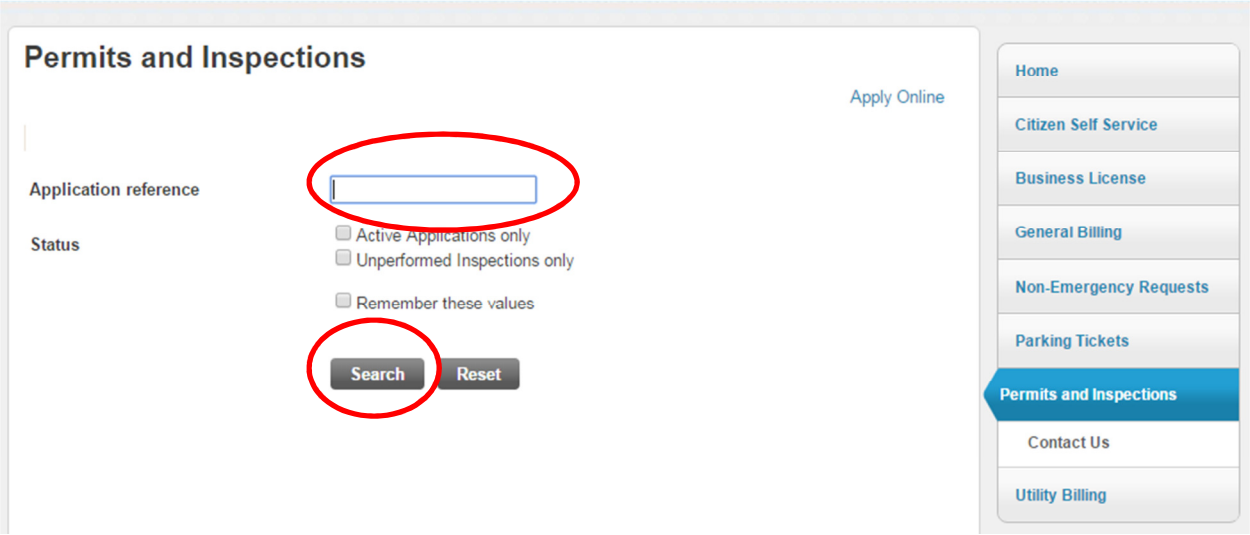
6. Verify the amount is correct and click Add to Cart



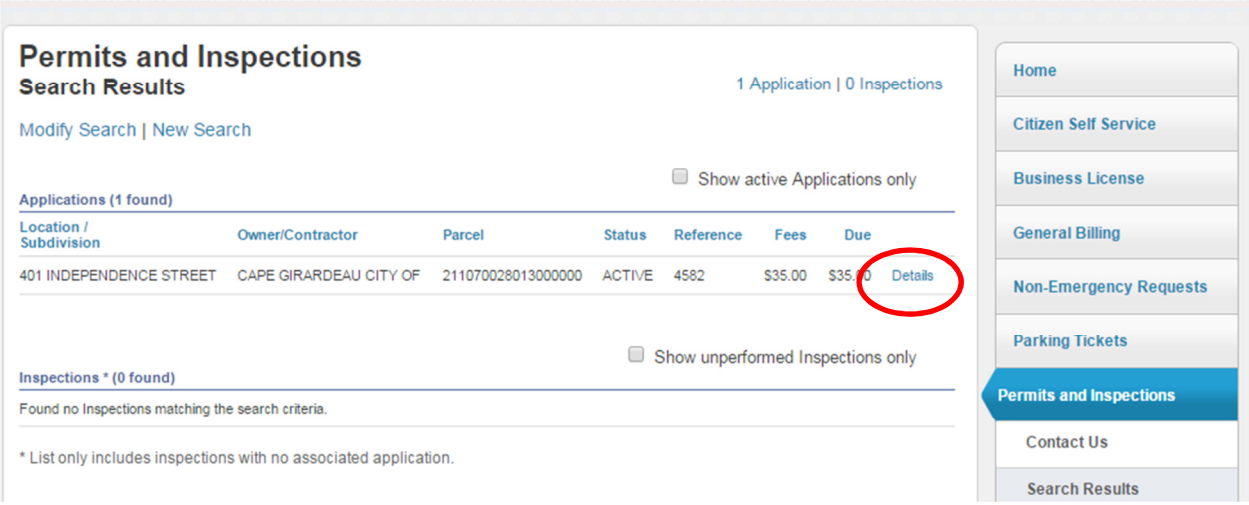
7. If you want to pay for a permit at the same time, click on Permits and Inspections on the right side of the screen.



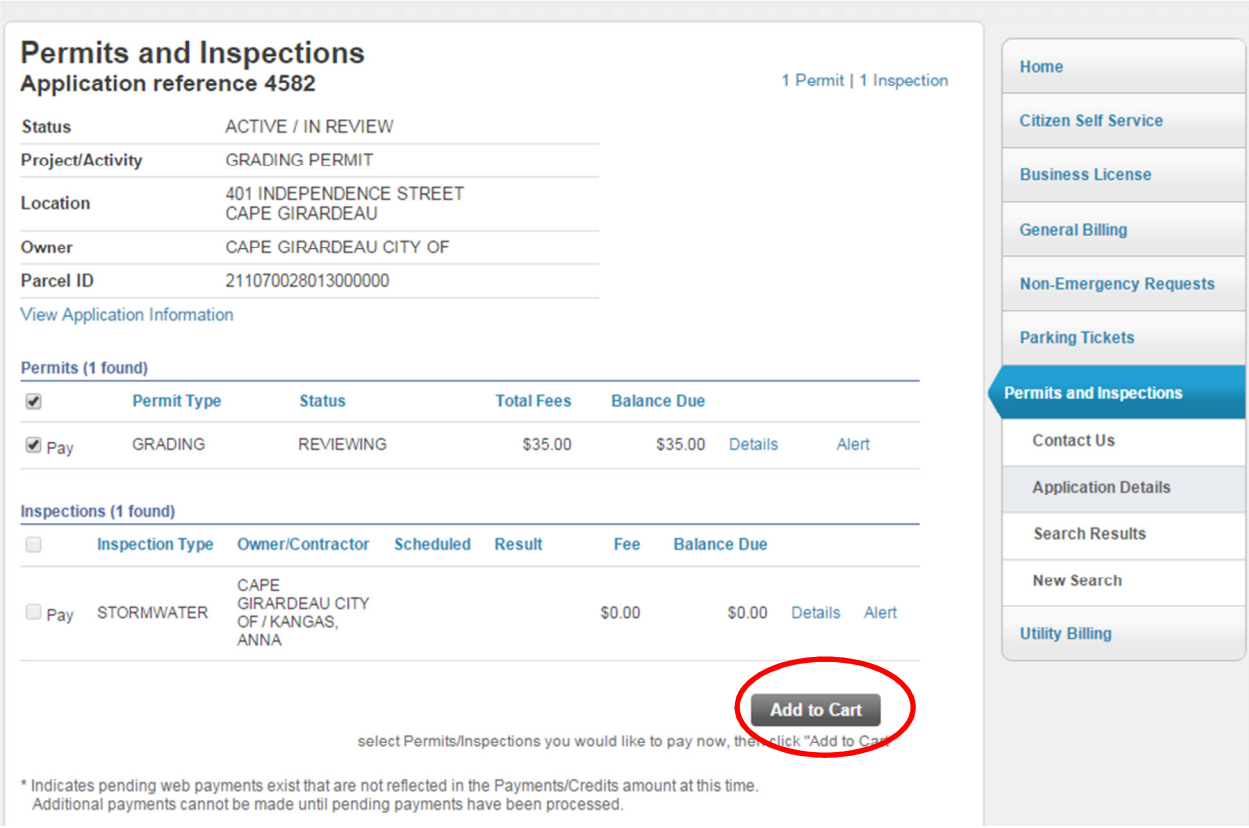
8. Enter the Application reference number and click Search



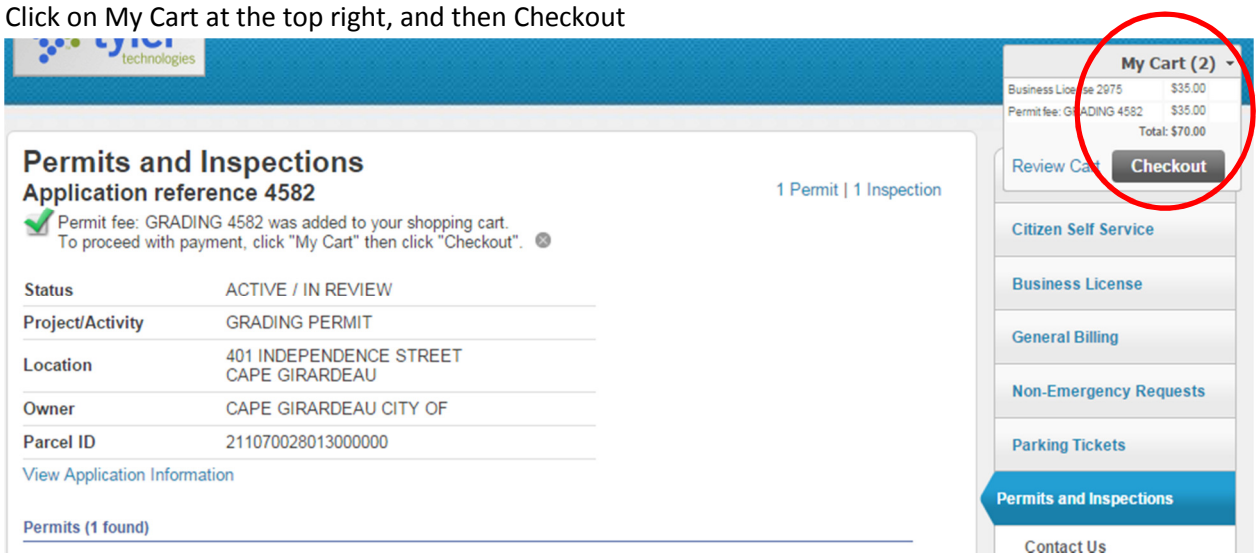
9. Click on Details



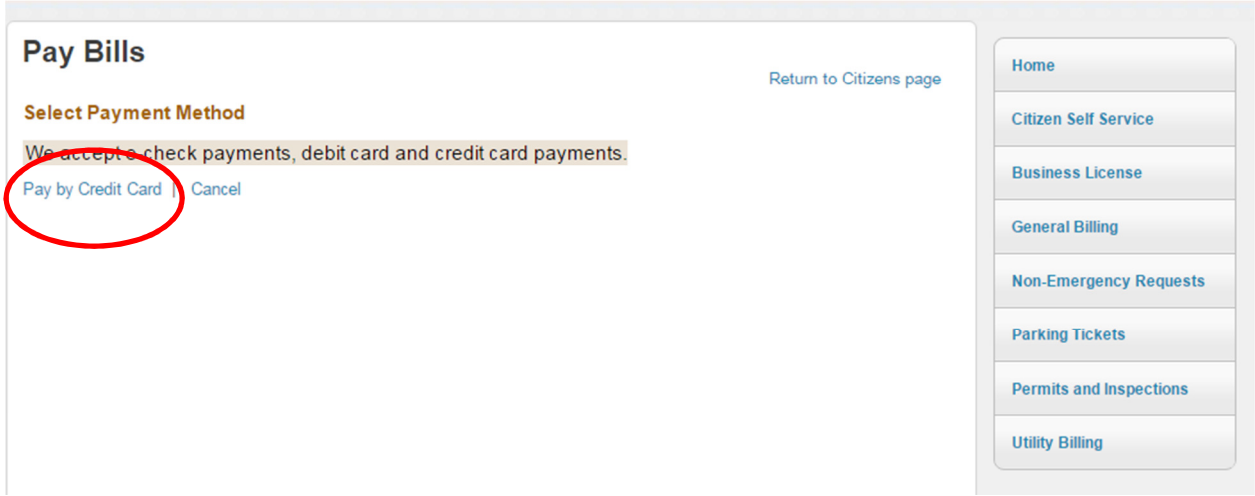
10. Click on Add to Cart



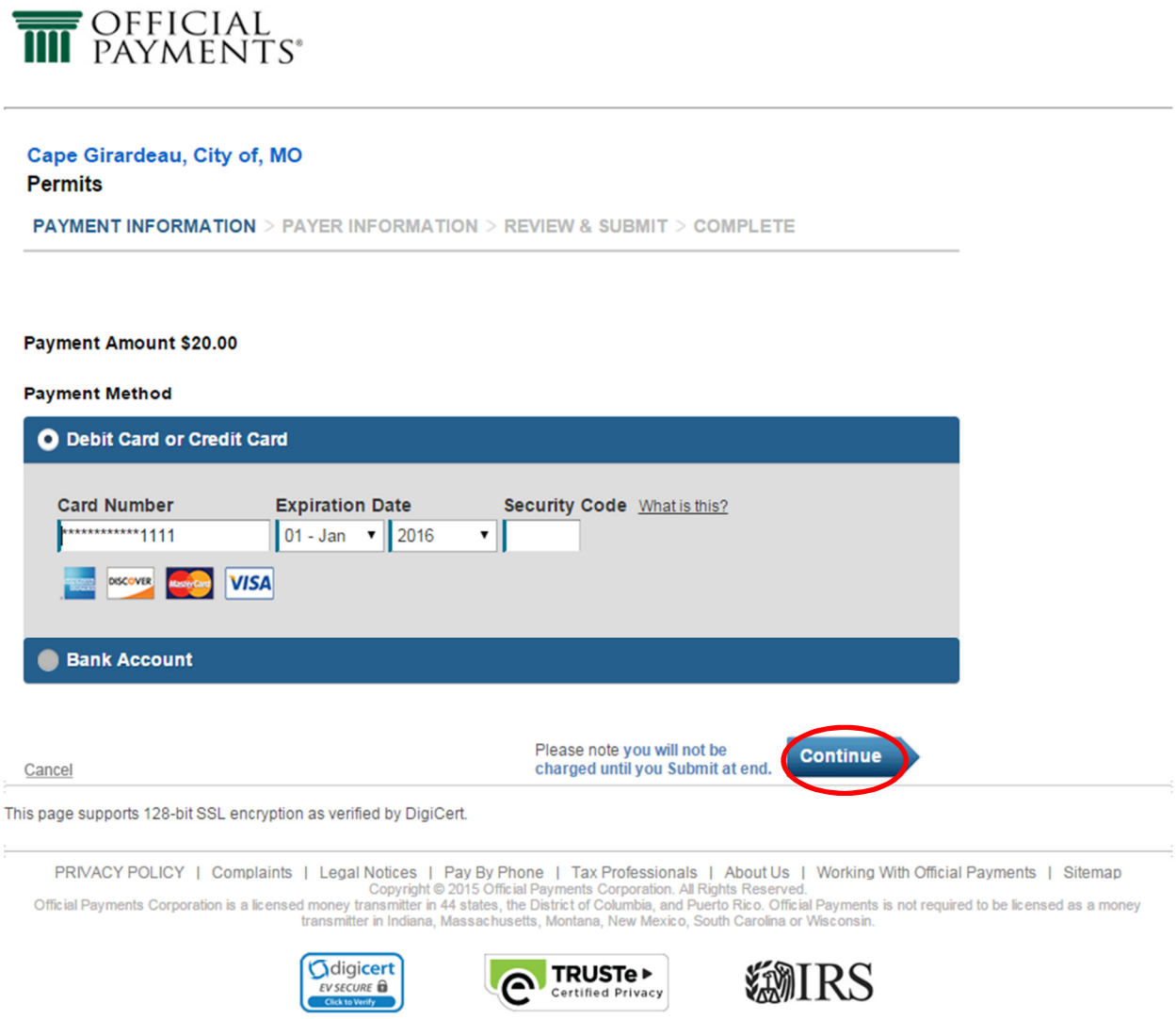
11. Click on My Cart at the top right, and then Checkout



12. Click Pay by Credit Card



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.



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

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Cape Girardeau, City of, MO
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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

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Accept Terms

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15. Enter your account information and click Continue:

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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

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

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Permits

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Review And Submit

Payment Method	Amount	Service Fee	Total
VISA 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

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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.

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