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
15. Enter your account information and click Continue:
16. Verify your Account Information and click Submit. You should receive a payment confirmation.