How to pay for a permit online

Go to: https://mss.cityofcapegirardeau.org/MSS/citizens/Default.aspx and log in to your account

After you log in, click on Citizen Self Service on the right hand side of the screen:

Click on Permits and Inspections on the right hand side of the screen:
Enter the Application Reference number you received when you applied for the permit online and click Search:

Locate the permit you want to pay for in the list of Applications and click Details to the right side:
Verify the checkbox to the left of the permit is checked and the correct Balance Due is shown, then click Add to Cart at the bottom of the screen:

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Status</th>
<th>Total Fees</th>
<th>Balance Due</th>
<th>Details</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGN PERMIT</td>
<td>REVIEWING</td>
<td>$20.00</td>
<td>$20.00</td>
<td>Details</td>
<td>Alert</td>
</tr>
</tbody>
</table>

**Permits and Inspections**

**Application reference 2275**

**Status**: ACTIVE / IN REVIEW

**Project/Activity**: SIGN PERMIT

**Location**: 1157 SOUTH WEST END BOULEVARD CAPE GIRARDEAU

**Owner**: CAPE GIRARDEAU CITY OF

**Parcel ID**: 211050028001000000

**Permits (1 found)**

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Status</th>
<th>Total Fees</th>
<th>Balance Due</th>
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</tbody>
</table>

**Inspections (3 found)**

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Owner/Contractor</th>
<th>Scheduled</th>
<th>Result</th>
<th>Fee</th>
<th>Balance Due</th>
<th>Details</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOTING/SLAB</td>
<td>CAPE GIRARDEAU CITY OF CITY OF CAPE GIRARDEAU</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>Details</td>
<td>Alert</td>
</tr>
<tr>
<td>ELECTRICAL ROUGH IN</td>
<td>CAPE GIRARDEAU CITY OF CITY OF CAPE GIRARDEAU</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>Details</td>
<td>Alert</td>
</tr>
<tr>
<td>FINAL SIGN</td>
<td>CAPE GIRARDEAU CITY OF CITY OF CAPE GIRARDEAU</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>Details</td>
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</table>
At the top right of the screen, My Cart will pop up and show the total amount due. If you need to add another permit to your cart, click on Permits and Inspections, search for the next permit, and repeat the steps from above. If this is the only permit you want to pay for at this time, click on Review Cart.

Verify all the items are in the cart. If an item was added by mistake, click remove to the right to remove it from the cart. Otherwise, click Pay.
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: [Redacted]
Expiration Date: 01 - Jan
Security Code: [Redacted]

Bank Account

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

Continue

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

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Amount</th>
<th>Service Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA Ending in 1111</td>
<td>$20.00</td>
<td>$1.95</td>
<td>$21.95</td>
</tr>
</tbody>
</table>

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.

Compilation 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:

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.
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.

E-mail

Enter your e-mail
E-mail          Confirm E-mail

Bill Number:     0
Bill Year:       2015
Account Number:  PRM[2275]s10029347
Customer ID:     0
Session ID:      568024274-1

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

Back  |  Cancel

This page supports 128-bit SSL encryption as verified by DigiCert.
Verify your Account Information and click Submit. You should receive a payment confirmation.

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**Cape Girardeau, City of, MO**

**Permits**

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

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**Review And Submit**

<table>
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**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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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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This page supports 128-bit SSL encryption as verified by DigiCert.