

Making Payments Online

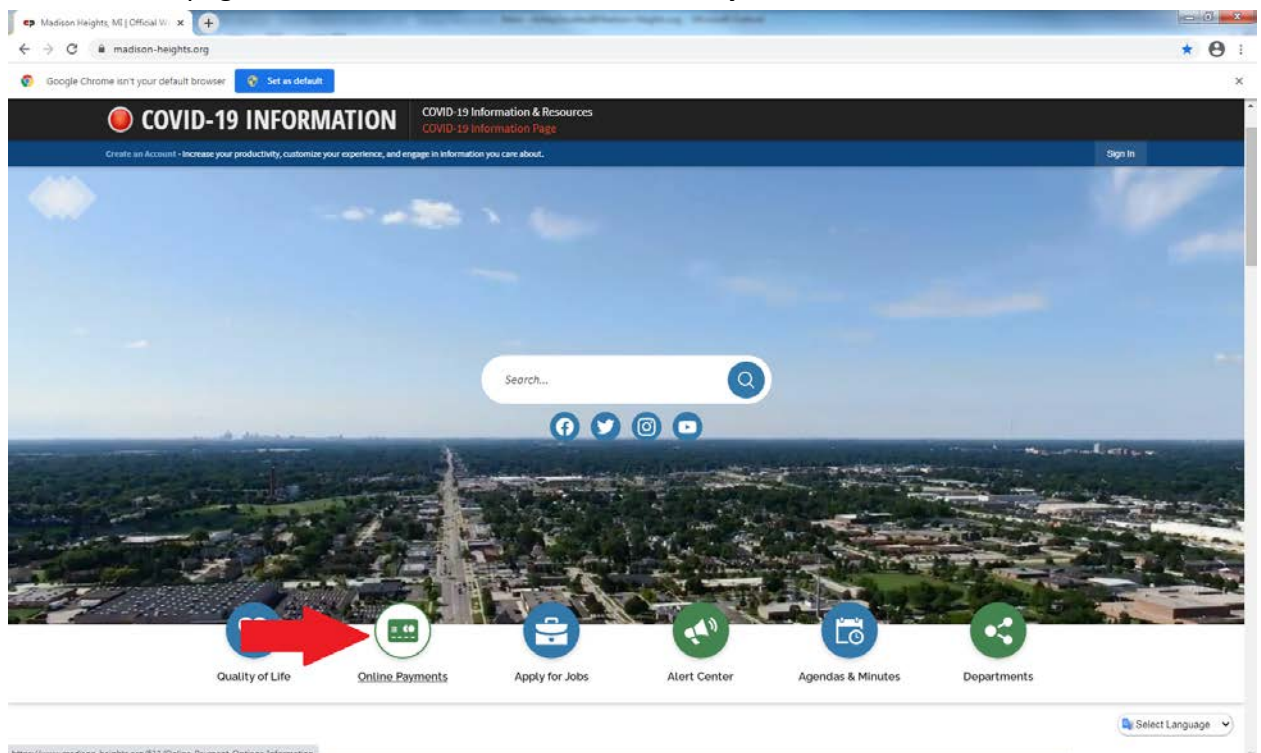
The City of Madison Heights allows online payments for permit applications and inspection fees at www.madison-heights.org 24 hours a day, 7 days a week. If you would like to make a payment online, the instructions on how to do so are below.

We accept every card type **EXCEPT** American Express online. (An outside vendor provides this service and they charge a 3% service fee, minimum of \$1.95, which does not go to the City.)

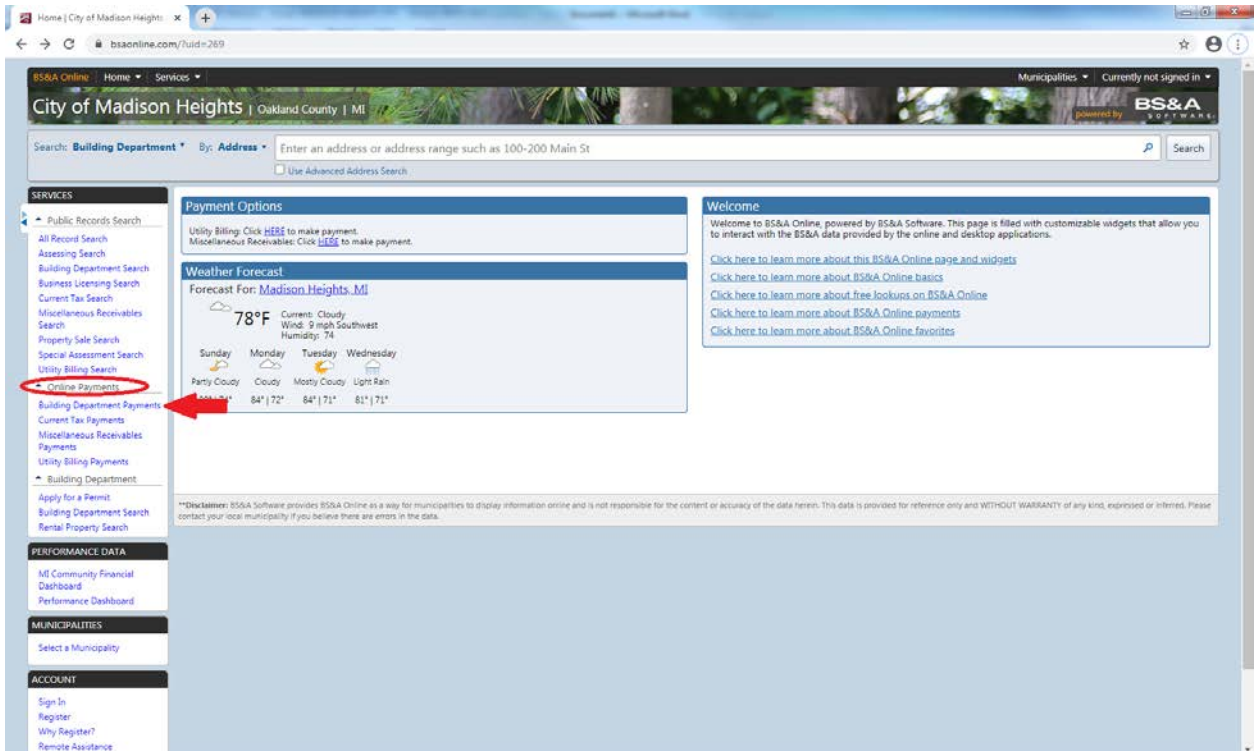
If you have any questions, please contact the Community Development Department at 248-583-0831, Monday – Friday 8:00 AM – 11:30 AM and 12:30 PM – 4:30 PM.

How to Make Online Payments

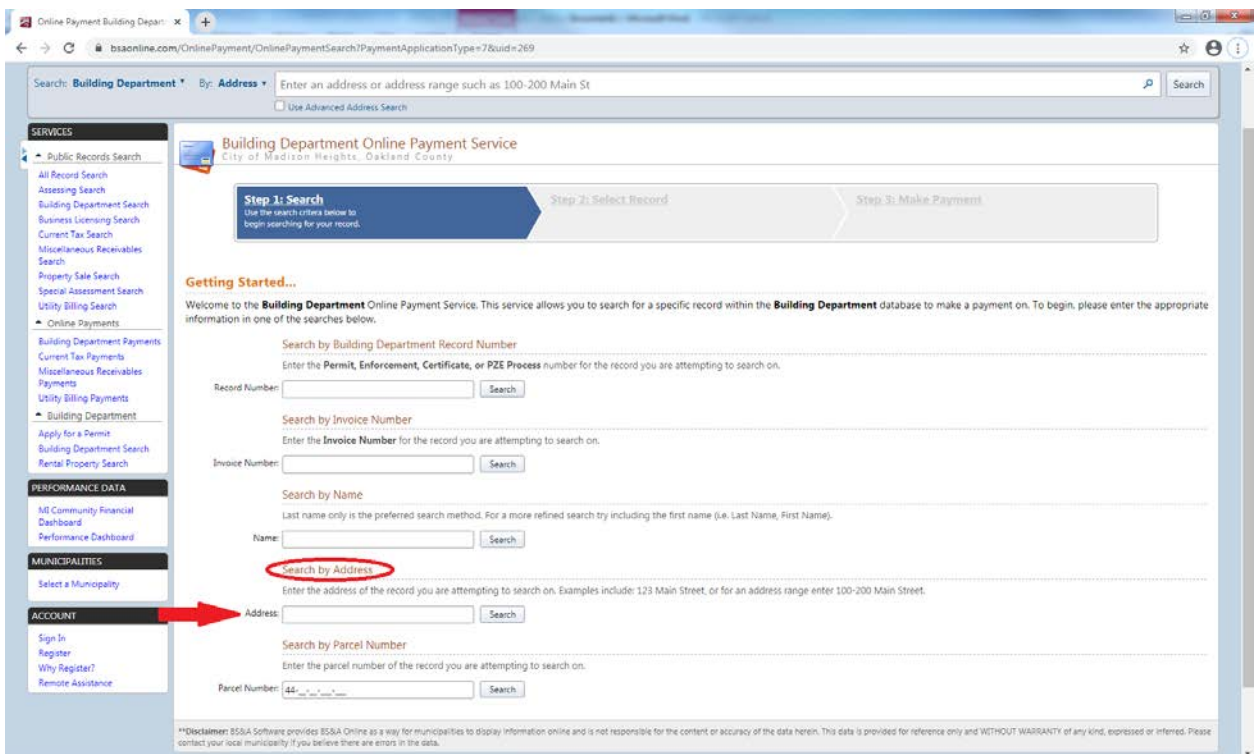
1. Visit the City website at www.madison-heights.org
2. On the home page, click on the icon labeled **“Online Payments”**



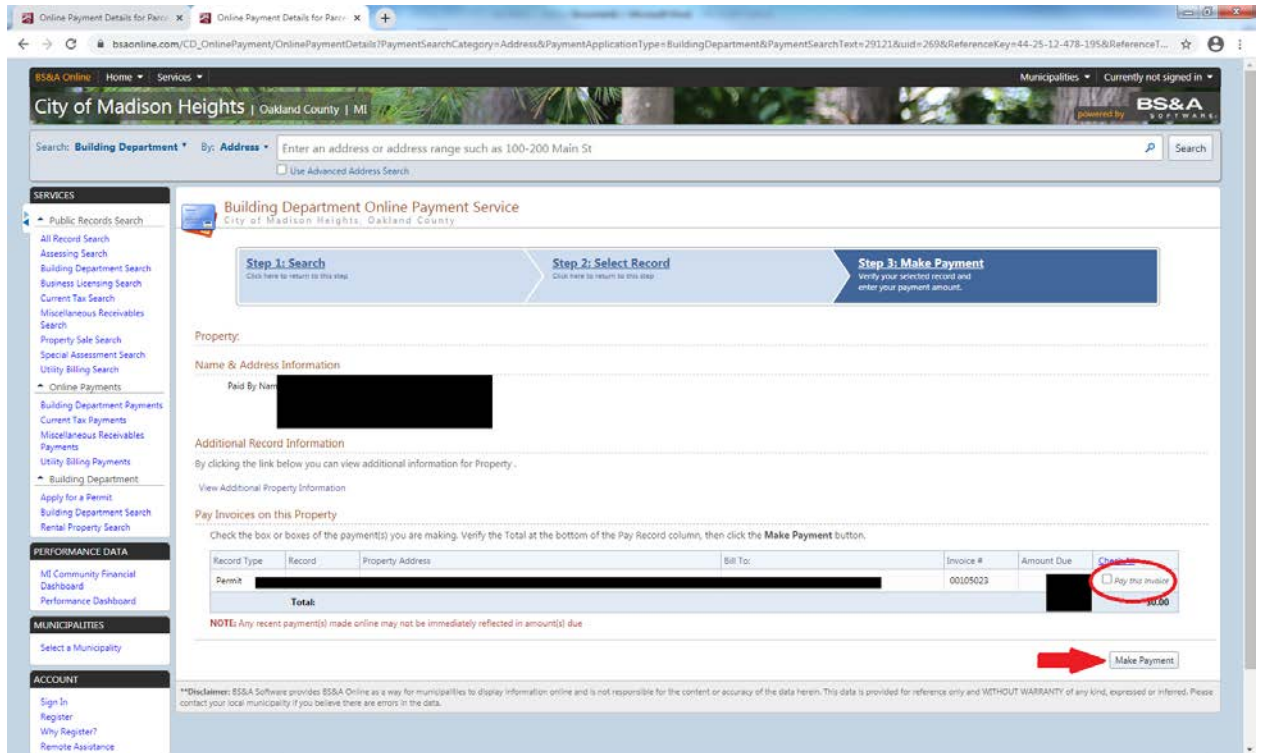
3. On the left side of the screen under **“Services”**, click on **“Online Payments,”** then select **“Building Department Payments.”**



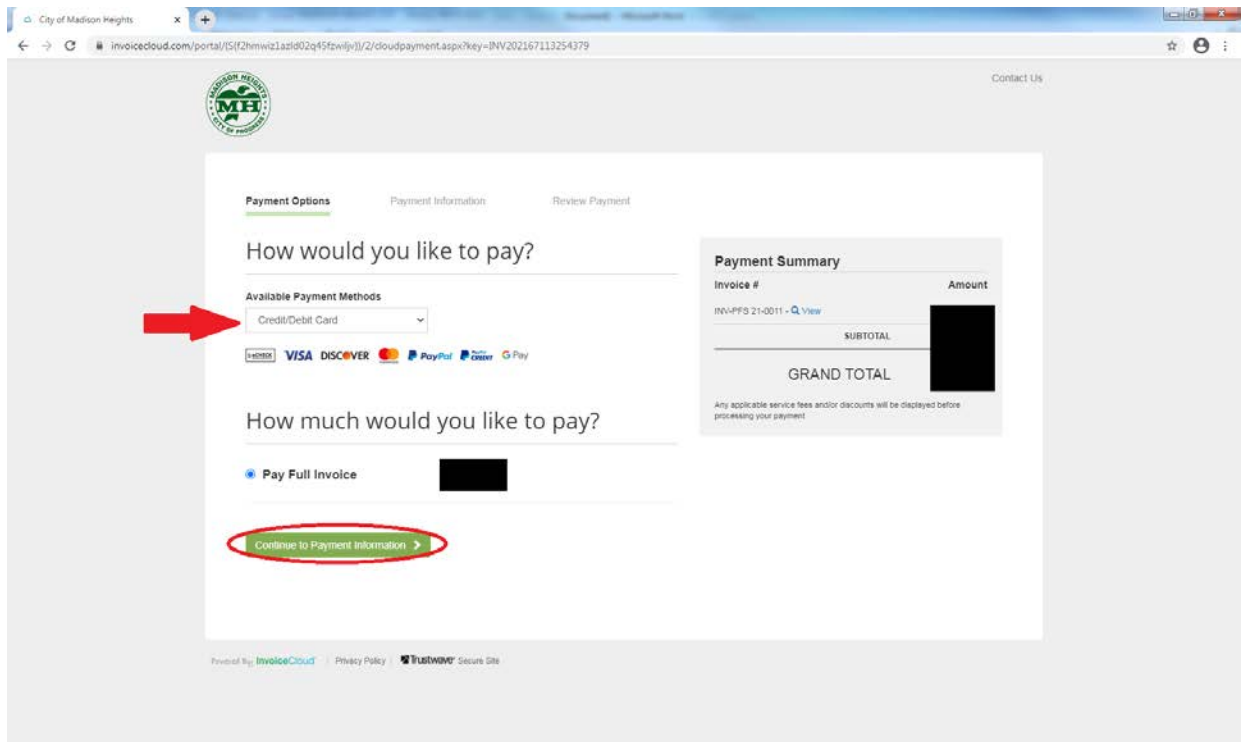
4. Search for the address of the property you are making a payment on. Enter the street number and click the search button, then click the property from the list that appears.



- If there are open invoices for the address, a list will pop up showing all open invoices. On the right side of the list, select **“Pay this Invoice”** for the invoice you are making a payment on. Then, select the **“Make Payment”** button at the bottom of the list.



- Select the payment method you will be using from the drop box, then select **“Continue to Payment Information.”**



7. Enter the **Payer Information** for the type of payment being used. Each item with a red asterisk must be completed for the transaction to be complete. Fill in the information and select the green box labeled **“Continue to Review Payment.”**

8. Review the final total of the payment. Official Payments Corporation charges a convenience fee for using the online payment service of 3%. Click the check next to the Terms and Conditions to accept, and then click **“Process Payment.”**

9. After the payment processes, a screen will appear containing a receipt of payment. This can be printed. Additionally, a receipt will be emailed to the email address that was previously given in the Payment Information section.