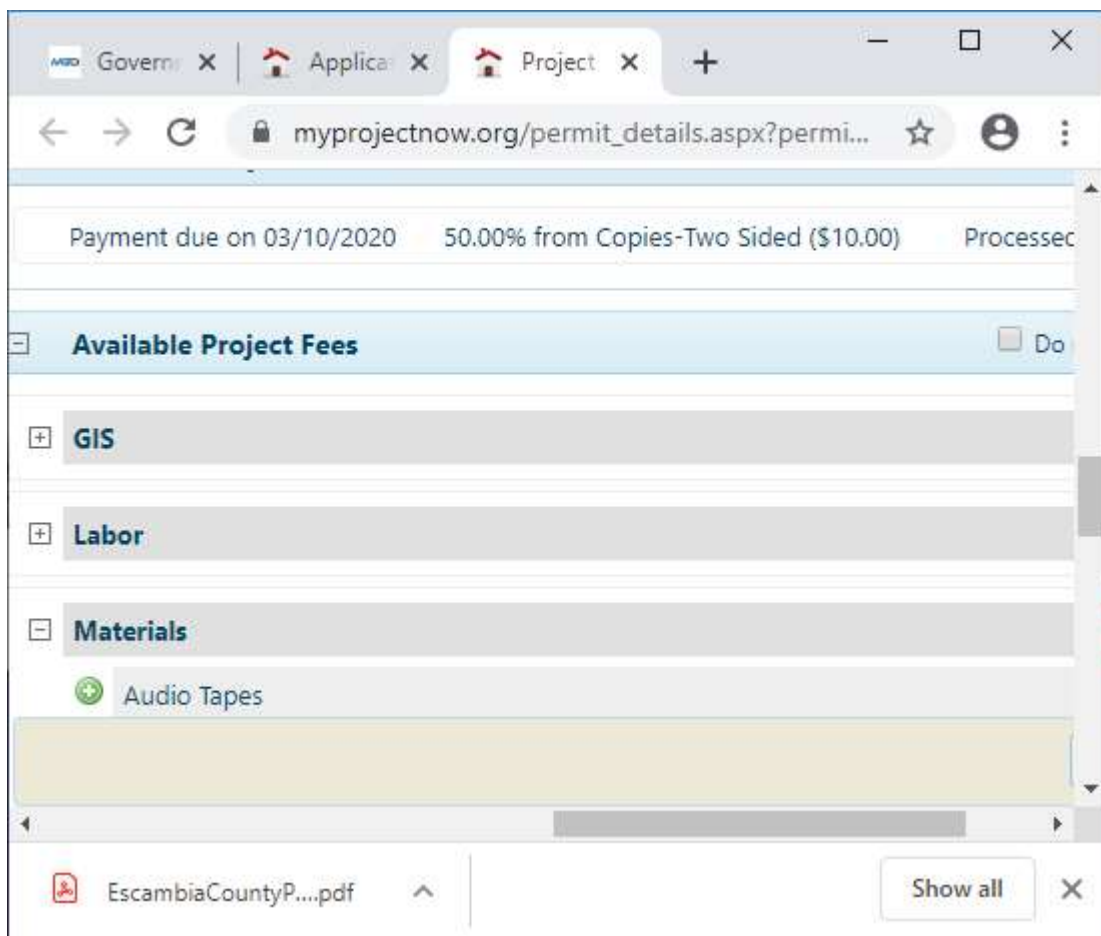


MGO - Adding Fees and Receiving Payments

Project fees can be added directly to projects and then paid by the customer through MyGovernmentOnline.

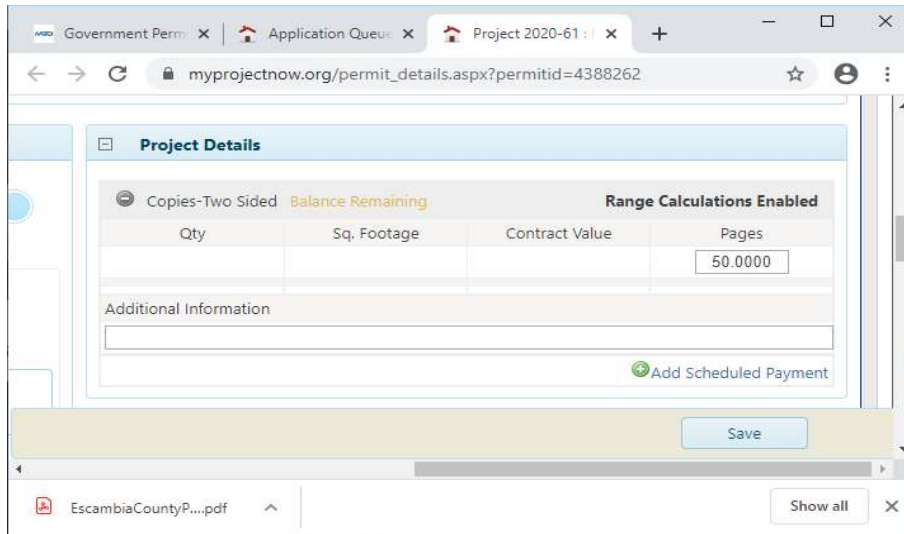
Fees are located in the top right side of the request tab, in the project details section. Fees are customized to your jurisdiction fee schedule.

Step 1: To add fees, first go to the project page. Under **Available Project Fees**, expand the desired fee category by clicking the “+” to the left of the category name.



Click the green plus next to the fee you would like to add to the project.

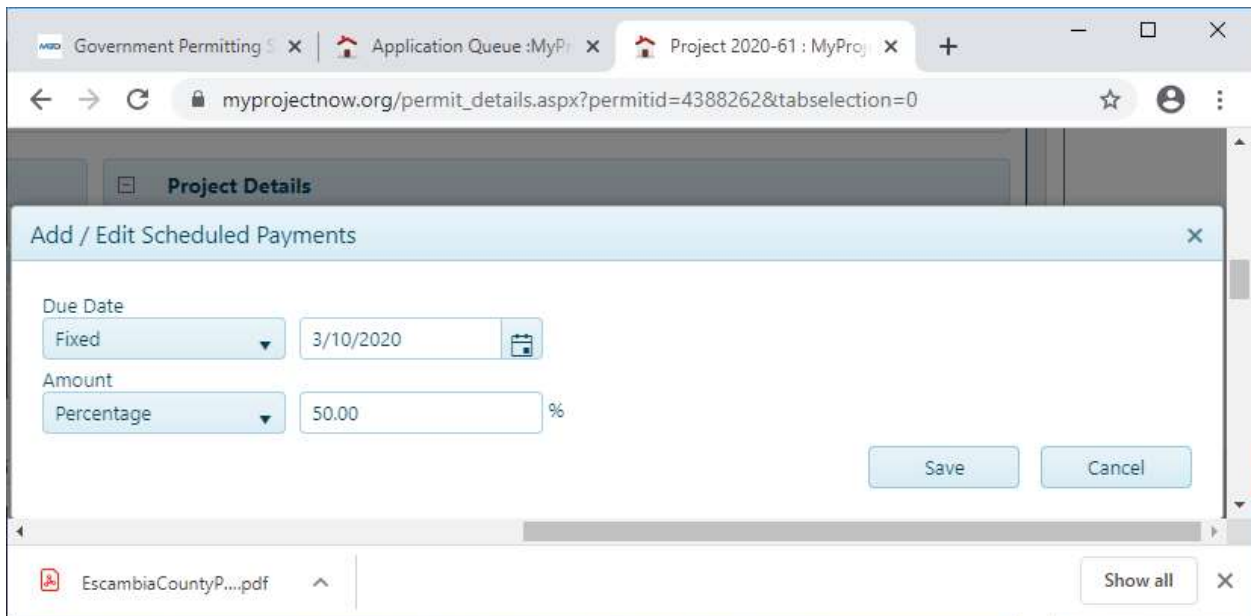
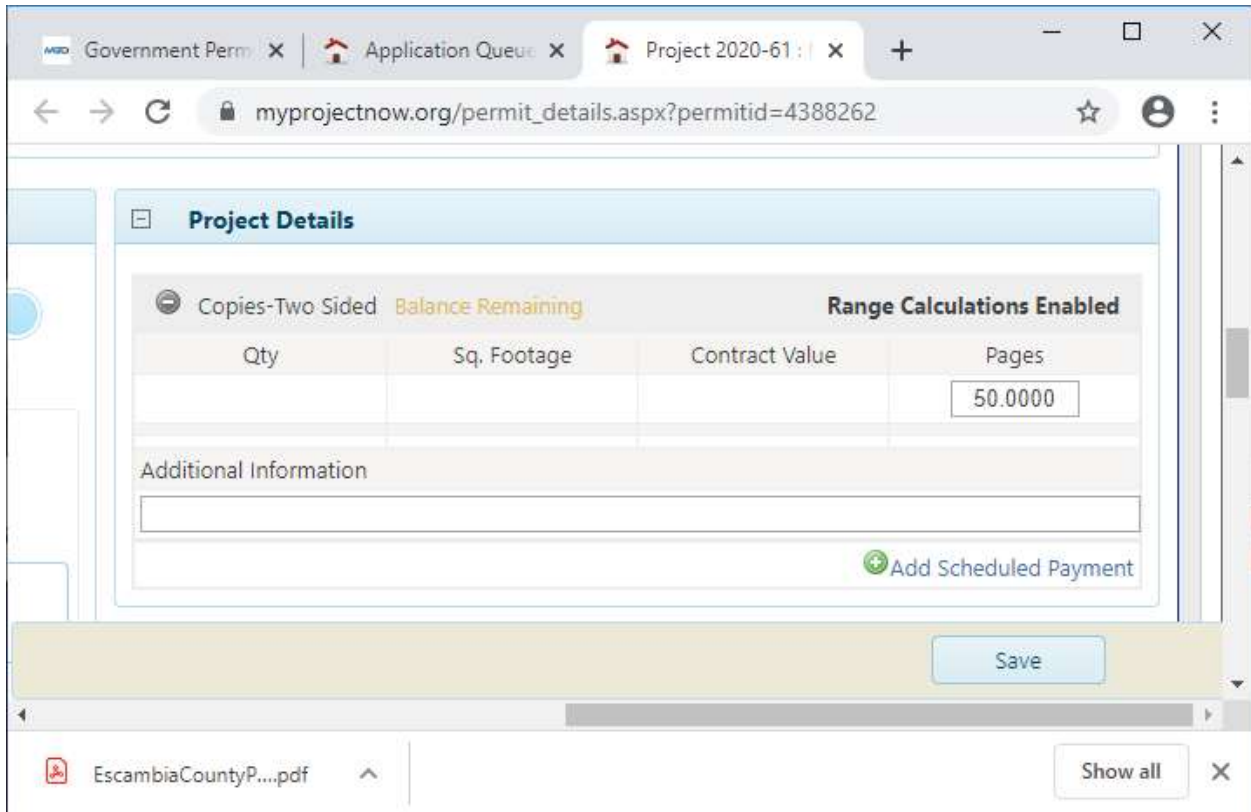
Step 2: The fee will be attached under the project details box, directly above the available fee's dropdowns.



Step 3: Fees can be calculated in a few different ways. This means you may need to enter additional information to complete the fee, such as number of copies or the time spent.



Step 4: Once you have added the desired fees, click SAVE and then on the “Add Scheduled Payment” green plus sign. Select “Fixed” due date and set one week out. Then for “Amount” pick percentage and 50% - SAVE



Step 5: On the “Payments Tab” you will be able to accept payment or enter in payments that have been received.

New Payment

Register: - Not Applicable - | Receive Date: 2/18/2020 | Contact: - Select Contact -

Type	Due	Amount to Pay
<input type="checkbox"/> Deposit-Copies - Deposit-Copies	\$125.00	<input type="text" value="\$125.00"/>
<input type="checkbox"/> Labor (Research & Re-filing fee) - Labor (Research & Re-filing fee)	\$300.00	<input type="text" value="\$300.00"/>

Payment Type: - Select Payment Type - | Ref. Number: | Owed Total: | Description:

Existing Payments

There are no payments on file for this permit