

HOW TO PAY FEES AND SEARCH INVOICES

For Technical and Non-Technical Issues
Contact ATL311.com or **404-546-0311** to create a case.



HOW TO PAY FEES AND SEARCH INVOICES

Information has changed, please log into ATLCORE and update your business account information.

My Permits

| | | | | | | | | | |
|-----------|---|---------|---|--------|---|-------|---|--------|---|
| Attention | 0 | Pending | 0 | Active | 0 | Draft | 0 | Recent | 0 |
|-----------|---|---------|---|--------|---|-------|---|--------|---|

My Plans

| | | | | | | | | | |
|-----------|---|---------|---|--------|---|-------|---|--------|---|
| Attention | 0 | Pending | 0 | Active | 0 | Draft | 0 | Recent | 0 |
|-----------|---|---------|---|--------|---|-------|---|--------|---|

My Inspections

| | | | | | |
|-----------|---|-----------|---|--------|---|
| Requested | 0 | Scheduled | 0 | Closed | 0 |
|-----------|---|-----------|---|--------|---|

My Invoices

| | | | |
|----------|---|----------|-----------------------------|
| Current | 1 | \$125.00 | Add to Cart |
| Part Due | 0 | \$0.00 | |
| Total | 1 | \$125.00 | Add to Cart |

From your **Dashboard**, navigate to **MY Invoices**.
Click **Add to Cart** or **View My Invoices** to go to invoices to choose the invoice of your choice.



ATLCORE

HOW TO PAY FEES AND SEARCH INVOICES (cont'd)

Shopping Cart

Invoice: INV-00003993
Due Date: 03/13/2021
Description: GBL-0221-01309

| Case Number | Project | Case Address | Amount Due |
|----------------|---------|--------------------------------|------------|
| GBL-0221-01309 | | 300 300, Stop St Atlanta 30303 | \$125.00 |

Total \$125.00
[Check Out](#)
\$125.00
[Remove](#)

[Top | Main Menu](#)

Total \$125.00

[Check Out](#)

Add to Cart:

- From the **Shopping Cart**, click **Check Out**.
- Navigate to payment portal to complete the transaction.



HOW TO PAY FEES AND SEARCH INVOICES (cont'd)

My Work

MY INVOICES

MY LICENSES

| Add To Cart | Display | Unpaid | for | All Invoices | Search | Export to Excel |
|--------------------------|----------------|------------|------------|--------------|----------------|--|
| <input type="checkbox"/> | Invoice Number | Amount Due | Due | Status | Case Number | Address |
| <input type="checkbox"/> | INV-00003993 | \$125.00 | 03/13/2021 | Due | GBL-0221-01309 | 300 300, Stop St, Atlanta, 30303-..... |

Invoice Number: INV-00003993

Invoice Total: \$125.00
Status: Due
Description: GBL-0221-01309
Invoice Date: 02/11/2021
Due Date: 03/13/2021

Add To Cart 

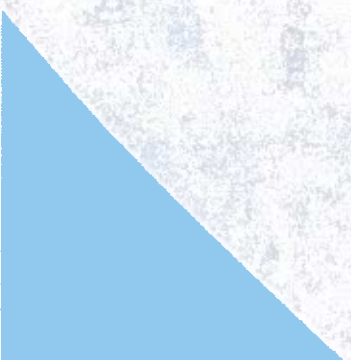
- Primary Fees
- Misc Fees
- Payments
- Attachments
- Contacts

| Fee Name | Fee Total | Amount Due | Case Number | Case Type | Notes |
|----------------------------|-----------|------------|----------------|------------------|-------|
| Application Processing Fee | \$75.00 | \$75.00 | GBL-0221-01309 | Business License | |
| Zoning Processing Fee | \$50.00 | \$50.00 | GBL-0221-01309 | Business License | |

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- From My Work:**
View My Invoices:
- Click the invoice for your business.
 - Review fees.
 - Click **Add to Cart**.
 - Navigate to payment portal to complete the transaction.



HOW TO PAY FEES AND SEARCH INVOICES (cont'd)

Invoice Search

[Dashboard](#)[Home](#)[Apply](#)[My Work](#)[Today's Inspections](#)[Map](#)[Report](#)[Pay Invoices](#)[Search](#)[Calendar](#)

Search using entire invoice number including any prefixes or suffixes

No unpaid invoice found

Invoice Number: INV-00003993

Invoice Total: \$125.00

Status: Due

Invoice Date: 02/11/2021

Due Date: 03/13/2021

Description: GBL-0221-01309

[Pay Now](#)[Primary Fees](#)[Misc Fees](#)[Payments](#)[Attachments](#)[Contacts](#)

Primary Fees

| Fee Name | Fee Total | Amount Due | Case Number | Case Type | Notes |
|----------------------------|-----------|------------|----------------|------------------|-------|
| Application Processing Fee | \$75.00 | \$75.00 | GBL-0221-01309 | Business License | |
| Zoning Processing Fee | \$50.00 | \$50.00 | GBL-0221-01309 | Business License | |

Results per page 10

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Sort Fee Name



From your **Dashboard**, navigate to **Pay Invoices**.

- Enter the **Unpaid Invoice** number.
Ex. INV-00003993.
- Click **Search**.
- The **Invoice Number** screen will appear with the desired invoice.

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