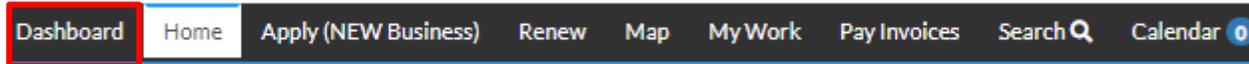


HOW TO PAY FEES AND SEARCH INVOICES

For Technical and Non-Technical Issues
Contact [ATL311.com](https://atl311.com) or **404-546-0311** to create a case.



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



My Permits

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

[View My Permits](#)

My Plans

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

[View My Plans](#)

My Inspections

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

[View My Inspections](#)

My Invoices

Current 1	\$125.00	Add To Cart
Past Due 0	\$0.00	
Total 1	\$125.00	Add To Cart

[View My Invoices](#)

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

<https://atlantagaenergov.tylerhost.net/Apps/SelfService#/home>

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

Shopping Cart

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

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](#)

3. Add to Cart:

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

Total \$125.00

[Check Out](#)

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

My Work

MY INVOICES

MY LICENSES

Search...

Add To Cart Display Unpaid for All Invoices Export to Excel

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

Add To Cart



Invoice Total: \$125.00

Status: Due

Invoice Date: 02/11/2021

Due Date: 03/13/2021

Description: GBL-0221-01309

Primary Fees

Misc Fees

Payments

Attachments

Contacts

Primary Fees

Sort Fee Name

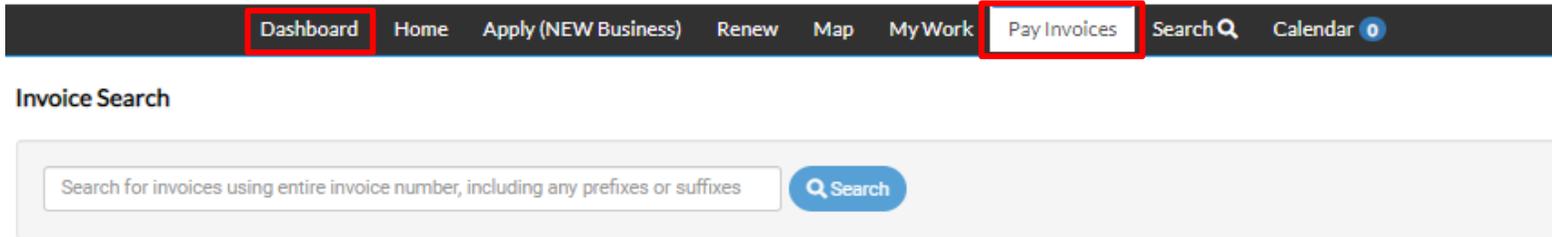
Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Application Processing Fee	\$75.00	\$75.00	GBL-0221-01309	Business License	
Zoning Processing Fee	\$50.00	\$50.00	GBL-0221-01309	Business License	

Results per page 10 1 - 2 of 2 << < 1 > >>

4. 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)



The screenshot shows the top navigation bar of the ATLCORE website. The 'Dashboard' and 'Pay Invoices' menu items are highlighted with red boxes. Below the navigation bar is the 'Invoice Search' section, which contains a search input field with the placeholder text 'Search for invoices using entire invoice number, including any prefixes or suffixes' and a blue 'Search' button.

5. From your **Dashboard**, navigate to **Pay Invoices**. In the Invoice Search bar, enter entire invoice number including any prefixes or suffixes.

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