



Paying an Invoice on My Permits Portal

Follow the steps below to pay an invoice on My Permits Portal. If you have questions related to My Permits Portal, please contact 604-570-3600 or email <u>MyPermitsPortal@burnaby.ca</u>.

- 1 Log in to mypermits.burnaby.ca.
- 2 To view your invoices, in the top navigation bar, click View .
- 3 From the View dropdown, under INVOICES, click > My Invoices.

My Invoices

	My Invoices	My Invoices								
	Unpaid Paid	Voided								
					Search for invoice number, case number, or address					
						Exact Match				
	Display All Invoices	v	Export			Sort Amount Due				
	Invoice Number	Amount Due	Status	Case Number	Address	Select All ■				
	INV-12020742	\$210.00	Due	TC20-01254	4940 CANADA WAY BURNABY, BC V5G4K6					
Beside the invoice you want to pay,	INV-12020735	\$315.50	Invoiced, Past Due	MWPA20-00065	4327 LEDGER AVE BURNABY, BC V5G3T2					
	Results per page 10 v 1-2 of 2 << 1 > >>									
Click Add To Cart						Add To Cart				
-\\(\c)-	On the My Invoices screen, you can view unpaid, paid and voided invoices. To switch betw									
=	the payment star	uses, unu		s, cher	, 1					
	To display more details about the invoice or to reprint a paid invoice, click the Invoice Number									
	To locate the PDF file for your paid invoice, on the details screen, click Attachments									

Shopping Cart





Online Payment

	Customer Self Service - Apply and View Permits Online					
	Step 1: Billing InformationStep 2: Preview OrderStep 3: Secure Payment					
	Your Billing Address					
	First Name:*					
	Last Name:*					
Complete the required fields	Address:*					
marked with a red asterisk.	City.*					
	Province/Territory/State:* British Columbia					
	Country:* Canada 🔽					
	ZIP/Postal Code:*					
	Phone Number:* xxx-xxxx					
	Email Address:*					
Click Preview .	Previous Step Preview					
Click Proceed to Secure Payment	Previous Step Proceed to Secure Payment While your payment will be processed immediately, additional processing may be required before issuance of a permit. Partial payments are not permitted. A non-refundable 1.75% fee is charged for credit card merchant fee recovery (Convenience Fee). For more information, please see Bylaw Number: 13640 - Credit Card Merchant fee Recovery 2016.					
In the Payment Details panel, enter your credit card information Click Process Transaction	Payment Details Transaction Amount: \$ 321.02 (CAD) Order ID: mhp20274192352p02 Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number. Cardholder Name*: Card Number*: Expiry Date (MMYY)*: Click "Process Transaction" to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the "Process Transaction" button will not stop the transaction from being processed and may result in a double charge. Process Transaction Cancel Transaction					
<u>I</u>	If the transaction is incomplete due to a declined credit card or functional error, an error message is displayed on the screen.					



		City of Burna	City of Burnaby City of View Permits Online								
Online Payment Receipt Order Number: mhp20278180547p81											
		Status: APPROVED	Status: APPROVED								
		Date: 2020-10-05 Time: 18:10:37 Name:									
		Email:									
		Payment Type: Visa									
		Invoice Details									
		Invoice Number: INV-12020735	City of Burnaby	\$315.5	\$5.52	\$321.02					
					Convenience Fee Total:	\$5.52					
					Invoice Total:	\$321.02					
To print the receipt, click	Print receipt	Print receipt Back to M	y Account								
	ļ	Once your permit has been reviewed and/or approved, you will be contacted by email with the next steps. To request a copy of a previously paid invoice, contact 604-294-7460.									
	-\̈́	To return to My Perr	mit Portal, click ^{Back}	to My Account							