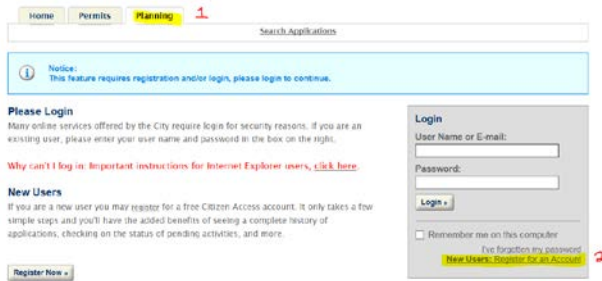
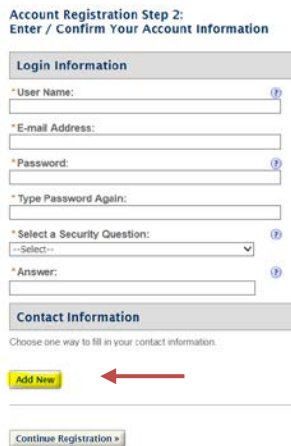


- Select the **Planning** tab (1) → **Register for an Account** (2)



- Complete user account information → Next, select **Add New** to enter Contact Information → Complete Contact Information screen



Contact Information:

- Select Contact Type = **Applicant** → Select **Continue**

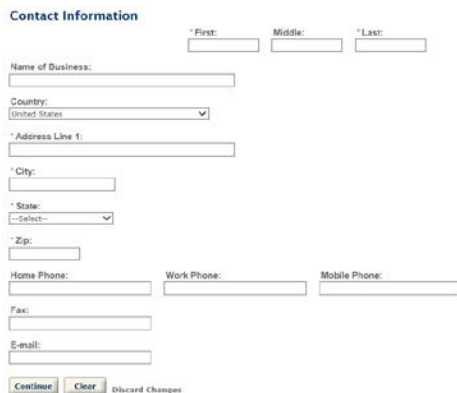
Select Contact Type



* Type: **Applicant**

Continue Discard Changes

- Enter Contact Information → Select **Continue**



- Completed contact information screen → Select **Continue Registration**

Account Registration Step 2:
Enter / Confirm Your Account Information

* indicates a required field.

Login Information

* User Name: ⓘ

* E-mail Address:

* Password: ⓘ

* Type Password Again:

* Select a Security Question: ⓘ
What is your favorite sports team?

* Answer: ⓘ

Contact Information

Choose one way to fill in your contact information.

✔ Contact added successfully.

Luanne Austin

Home phone:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Continue Registration >](#)



- Your account has been successfully created → **Login** to enter your application

[Register for an Account](#) | [Login](#)



Search

[Home](#) [Permits](#) [Planning](#)

✔ Your account has been registered successfully.

Your account has been successfully created.

Congratulations! You have successfully created an account with the City.

Please Note that your registration is not yet complete.

An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the City is required. A confirmation e-mail will be sent notifying you when activation is complete.

Account Information

User Name: austin0415@gmail.com
E-mail: austin0415@gmail.com
Password: *****
Security Question: What is your favorite sports team?

Contact Information

Luanne Austin Home Phone:
2504 Courthouse Drive Work Phone:
Mobile Phone:
Fax:

- Login → Select under Planning → **Create an Application**

[Home](#) [Permits](#) [Planning](#)

Welcome Luanne Austin

You are now logged in.

Cart (0)

Your cart is empty.

What would you like to do today?

Credit Card payments for online permits will be paid with our new Shopping Cart feature through Official Payments.

To get started, select one of the services listed below:

General Information	Permits
Lookup Property Information	Create an Application Search Applications Schedule an Inspection
Planning Create an Application ← Search Applications	

- Select **Planning Commission** → **PC CC** → **Collocation of Antennas** → Select **Continue Application**

- Enter General Information (This is page is being shown in two examples (top & bottom screens) – Top Half of Screen
- Enter **Project Name** → **Project Description** → Enter **Street Name** to search for property → Select **Search** → Select the address you're entering the application for

Bottom half of General Information screen

- Once you select your address location all information associated with that parcel will auto fill → Select **Continue Application** → Note: Select Save and Resume later to Save and Exit your application

Parcel

GPIN #: Block: Book:

Tract: Legal Description:

Parcel Area: Year Built:

Owner

Owner Name:

Address Line 1:

Address Line 2:

City: State: Zip: Country:

Save and resume later:

- Applicant: **Select from Account** to add contact information that has already been added or select **Add New** to add a new applicant name. ****Required**
- **Select from Account** to Add a Representative. ****Representative is not a required field.** → Select **Continue Application**

Logged in as **Luanne Austin** | Collections | | Account Management | Logout

Home | Permits | **Planning**

Create an Application | Search Applications

Collocation of Antennas

1 General Information | 2 Attachments | 3 Review | 4 Pay Fees | 5 Record Issuance

Step 1: General Information > Contact Information * Indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Representative

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

- Contacts added successfully → Select **Continue Application**

Collocation of Antennas

1 General Information | 2 Attachments | 3 Review | 4 Pay Fees | 5 Record Issuance

Step 1: General Information > Contact Information * Indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact updated successfully.

Name: Luanne Austin
Business:
 Email: laustin@higov.com
 Phone 1: 732-111-1111
 Phone 2:
 Cell: [Request](#)

Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

Name: BIRDNECK STATION LLC
 Email:
 Phone 1:
 Phone 2:
 Phone 3:
 Cell: [Request](#)

Agent

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

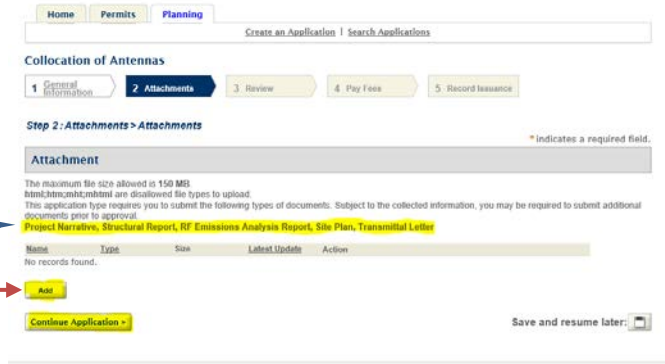
✔ Contact added successfully.

Name: Luanne Austin
Business:
 Email: laustin@higov.com
 Phone 1: 732-111-1111
 Phone 2:
 Phone 3:
 Cell: [Request](#)

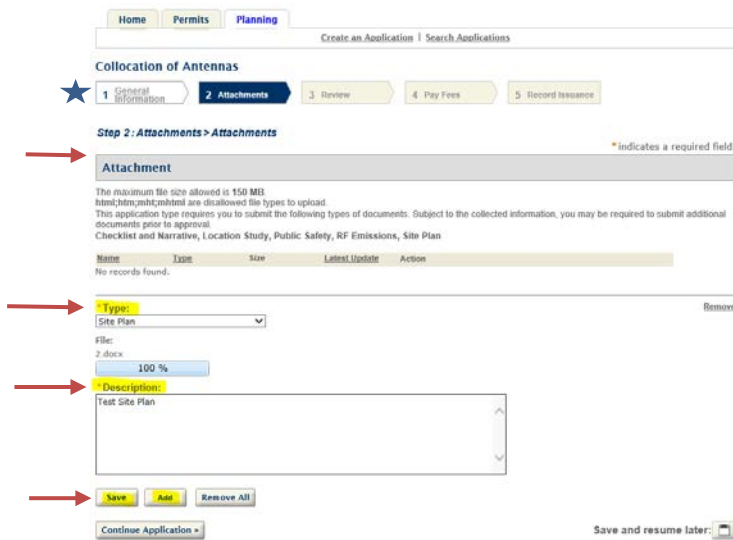
Attachments:

- Add required documents → Select **Add** → Select file from your saved location

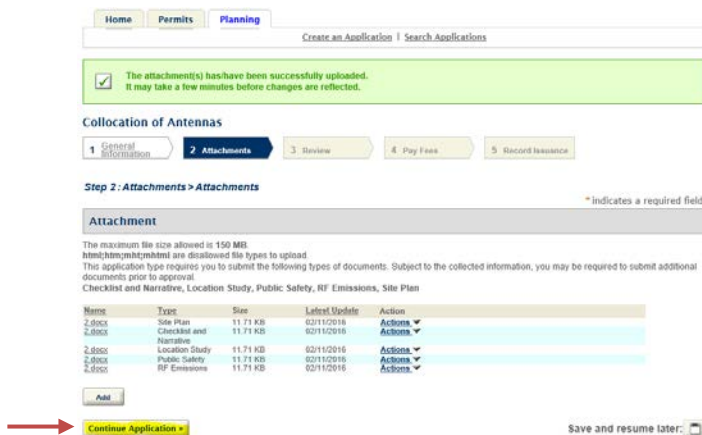
Note: Transmittal Letter, Project Narrative, Structural Report, RF Frequency Emissions Analysis Report, and Site Plan are required. You will not be able to move to the next screen until they have been attached to your application.



- Select **Type** → Input **Description** → Select **Add** if additional required documents need to be added → Select **Save** if all required documents have been added



Attachments Completed Screen → Select **Continue Application**



Review Information Screen: Shown in two screen examples, (Top & Bottom)

- Review screen allows you to review your input and edit any entered information

Bottom half of Review screen:

- Once reviewed select **Continue Application**

Name	Type	Size	Latest Update	Action
2.d0cc	Site Plan	11.71 KB	02/11/2016	Actions ▼
2.d0cc	Checklist and Narrative	11.71 KB	02/11/2016	Actions ▼
2.d0cc	Location Study	11.71 KB	02/11/2016	Actions ▼
2.d0cc	Public Safety	11.71 KB	02/11/2016	Actions ▼
2.d0cc	RF Emissions	11.71 KB	02/11/2016	Actions ▼

Pay Fees:

- Review Fee(s) to be paid → Select **Check Out**

Fees	Qty.	Amount
Co-Location Fee	1	\$84.00

TOTAL FEES \$84.00
 Note: This does not include additional inspection fees which may be assessed later.
 Recalculate

- Select **Checkout**

- You will be directed to the Official Payments page → Review → Select **Accept**
Note: There will be a Service Fee added to your payment

- Enter your Credit Card information → Select **Continue**

- Select **Submit** (Only select Submit once. Selecting multiple times may result in processing of multiple payments.)

City of Virginia Beach

Permitted by VIRGINIA BEACH PERMITS

Back to Virginia Beach Permits, City of VA | Make A Payment | Payment Verification | Help | En Español

Make A Payment

Virginia Beach Permits, City of VA

Permit Payment Test

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total Payment" amount displayed.

- Click the "Go" button to correct any of the information displayed.
- Do not refresh the browser, only print credit card information is displayed.
- You will receive a printable PDF receipt with a confirmation number and an email confirmation once your payment is processed.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name:	Luanne
Middle Name:	
Last Name:	Austin
Suffix:	
Street Address:	123 Main
Town/City:	Virginia Beach
State:	VA
Zip Code:	23452
Country:	United States
Daytime Phone Number:	(757) 111 - 1111
E-mail Address:	luanne@a15@gmail.com
Permit Number:	48130
Transaction Number:	48130

Payment Option

Card Type:	MasterCard
Card Number:	*****4444
Expiration Date:	11/2020

Payment Information

Payment Type:	Permit Payment Test
Payment Amount:	\$84.00
Convenience Fee:	\$3.00
Total Payment:	\$87.00

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

Payment Completed Successfully:

- Select **Print Confirmation** to print receipt
- Select **Continue**

Make A Payment

Virginia Beach Permits, City of VA

Permit Payment Test

Your payment has been completed successfully.

Confirmation Number: 123456
Payment Date: Thursday, February 11, 2016
Payment Time: 04:28PM ET

• Please print or write down your payment confirmation number for your records.
 • Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

Name:	Luanne Austin
Street Address:	123 Main Virginia Beach, VA 23452
Country:	United States
Daytime Phone Number:	(757) 111 - 1111
E-mail Address:	luanne@a15@gmail.com
Permit Number:	48130
Transaction Number:	48130

Payment Option

Card Type:	MasterCard
Card Number:	*****4444

Payment Information

Payment Type:	Permit Payment Test
Payment Amount:	\$84.00
Convenience Fee:	\$3.00
Total Payment:	\$87.00

- Select **Back** to take you back to your Confirmation page → Log off ACA



Virginia Beach Permits, City of, VA

Permit Payment Test

Confirmation Number: 123456
Payment Date: Thursday, February 11, 2016
Payment Time: 04:28PM ET

Payer Information

Name: Luanne Austin
Street Address: 123 Main
Virginia Beach, VA 23452
United States
Daytime Phone Number: (757) 111 - 1111
E-mail Address: austinl0415@gmail.com
Permit Number: 48130
Transaction Number: 48130

Card Information

Card Type: MasterCard
Card Number: *****4444
Expiration Date: 02/2020

Payment Information

Payment Type: Permit Payment Test
Payment Amount: \$84.00
Convenience Fee: \$3.00
Total Payment: \$87.00

Thank you for using Official Payments. If you have a question regarding your payment, please call us toll free at 1-800-487-4567. To make payments in the future, please visit our website at www.officialpayments.com.

