

How to Pay Permit Fees In The Oak Lodge Accela Permit System: Instructions For Applicants

1. There are two ways to pay fees. One method is to be logged into an Accela account. If you have an account, proceed to step 9. The second way is to pay without an account. This latter way is typically used by a property owner if the designer has setup the permit and is the applicant.
2. To pay fees without an Accela account, perform the following
3. Go to the Accela login page. Click on "search applications" enter the "record" number which is the permit number.

The screenshot shows the Oak Lodge Accela Permit System website. At the top right, there are links for [Accessibility Support](#), [Register for an Account](#), and [Login](#). Below these is a search bar with the text "Search...". The navigation menu includes [Home](#) and [Permits](#). Under the [Permits](#) menu, there is an [Advanced Search](#) dropdown. The main content area is divided into two columns. The left column contains a welcome message, a paragraph about e-government services, and a section titled "What would you like to do today?" with a list of services: [General Information](#) (with a sub-link [Lookup Property Information](#)) and [Permits](#) (with sub-links [Search Applications](#) and [Schedule an Inspection](#)). A red arrow points to the [Search Applications](#) link under the [Permits](#) section. The right column contains a login form with fields for "User Name or E-mail:" and "Password:", a [Login >](#) button, a checkbox for "Remember me on this computer", and links for [I've forgotten my password](#) and [New Users: Register for an Account](#). Below the login form is a list of links: [1. How to complete an application](#), [2. How to add a contact/contractor to your application](#), [3. How to schedule an inspection](#), and [4. Install the "Contractor app" if you are a contractor. Use this for inspection scheduling.](#) with sub-links for [- iOS](#) and [- Android](#).

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

General Search ▾

Record Number:

up2020-028

Record Type:

--Select-- ▾

Project Name:

Start Date:

06/17/2018



End Date:

06/16/2020



License Type:

--Select-- ▾

State License Number:

First:

Last:

Name of Business:

Street No.:

From - To

Direction: ?

--Select-- ▾

Street Name: ?

Street Type:

--Select-- ▾

Unit Type: ?

--Select-- ▾

Unit No.: ?

Parcel No.:

City:

State:

Zip:

Search

Clear

4.

5. Click on "payments" and then "fees"

The screenshot shows the user interface of the Oak Lodge Water Services portal. At the top, there is a search bar and navigation tabs for 'Home' and 'Permits'. Below this, there are links for 'Search Applications' and 'Schedule an Inspection'. The main content area displays record information for 'Record UP2020-028: Utility Placement' with a status of 'Incomplete Submittal'. A navigation bar contains 'Record Info', 'Payments', and 'Custom Component'. The 'Payments' dropdown menu is open, showing 'Fees' as the selected option. Below this, there is a 'Work Location' section with the address '14611 SE RIVER RD MILWAUKIE 97267' and a zoom control.

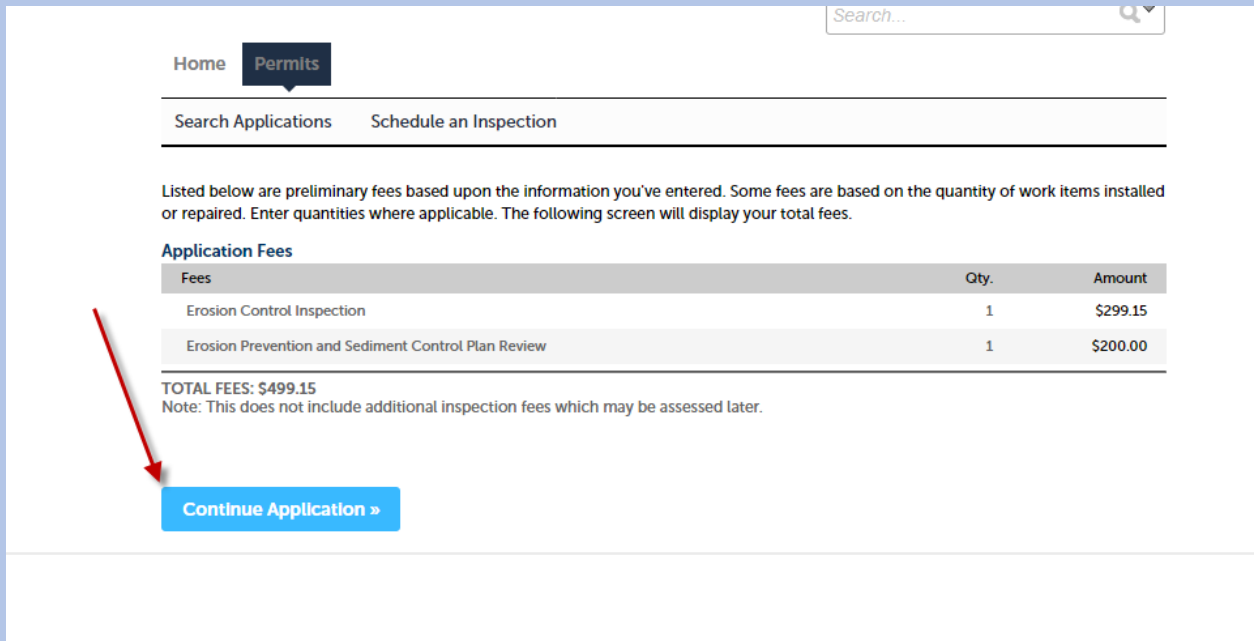
6. Click on "pay fees"

The screenshot shows the 'Fees' section of the portal. It features a table of outstanding fees and a 'Pay Fees' button. The table has columns for 'Date', 'Invoice Number', and 'Amount'. The 'Pay Fees' button is highlighted with a red arrow.

Date	Invoice Number	Amount
08/13/2019	216	\$299.15
08/13/2019	216	\$200.00

Total outstanding fees: \$499.15

7. Click on “continue application”



Home **Permits**

Search Applications Schedule an Inspection

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

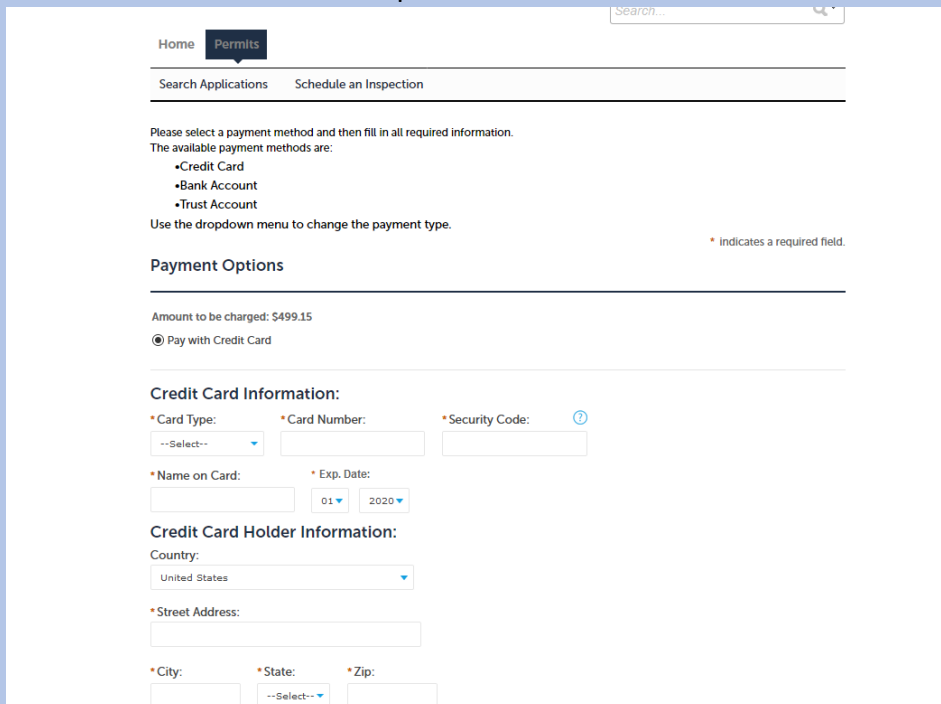
Application Fees

Fees	Qty.	Amount
Erosion Control Inspection	1	\$299.15
Erosion Prevention and Sediment Control Plan Review	1	\$200.00

TOTAL FEES: \$499.15
 Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

8. Enter the card information requested



Home **Permits**

Search Applications Schedule an Inspection

Please select a payment method and then fill in all required information.
 The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type. * Indicates a required field.

Payment Options

Amount to be charged: \$499.15

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Country:

* Street Address:

* City: * State: * Zip:

9. Login to your Oak Lodge Accela User account here:

<https://aca.accela.com/OLWSD/Default.aspx?culture=en-US>

10. Click on the "Permits" word next to the default-highlighted "Home"

Logged in as: Oak Water Services [Collections \(0\)](#) [Account Management](#) [Logout](#)

Search...

Home Permits

Dashboard My Records My Account [Advanced Search](#)

Hello, Oak Water Services

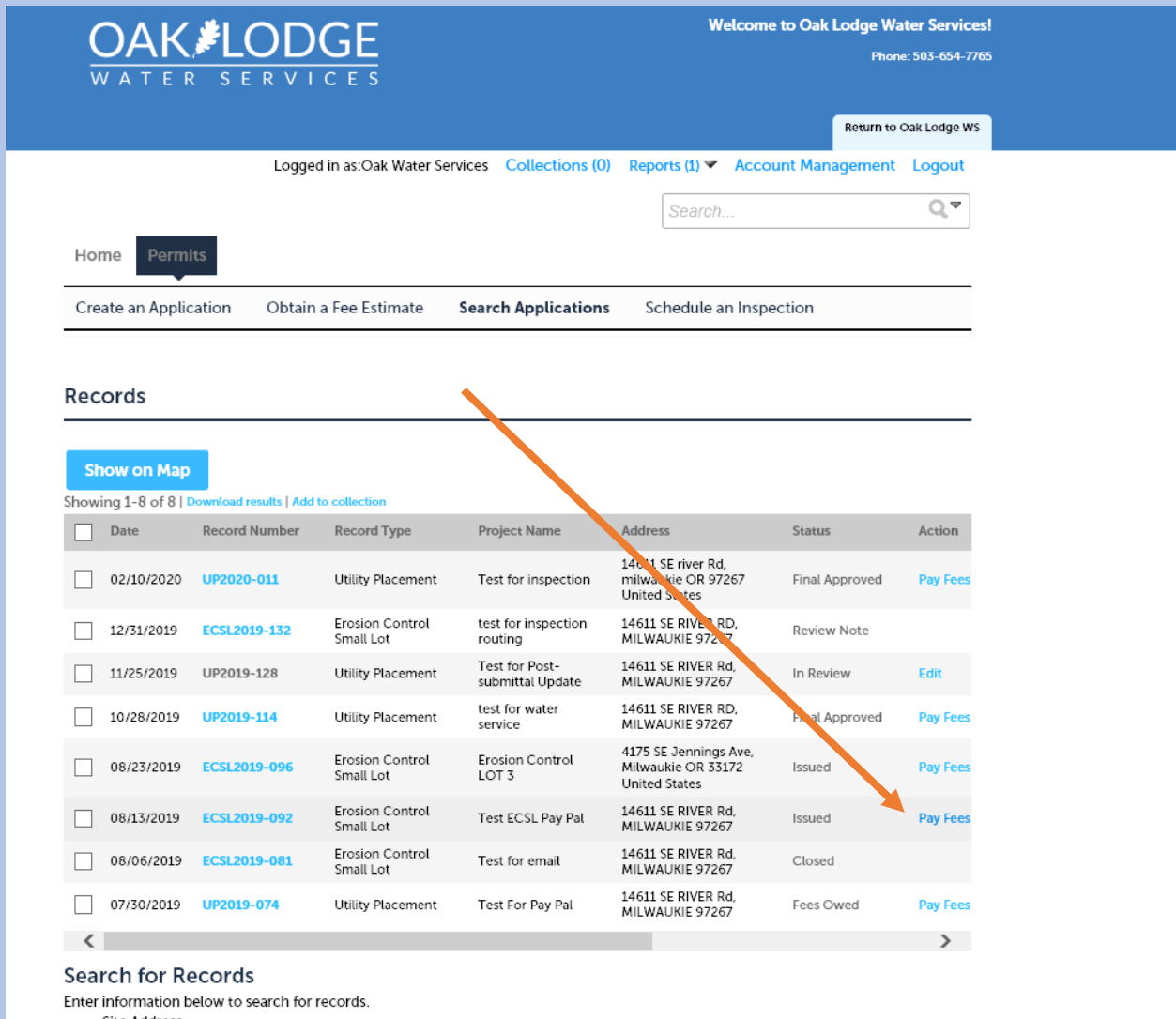
My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

11. Click on the “Pay Fees” text (in blue color) in the “action” column. If this is not visible, expand your browser window.



Welcome to Oak Lodge Water Services!
Phone: 503-654-7765

Return to Oak Lodge WS

Logged in as: Oak Water Services [Collections \(0\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

Search...

Home **Permits**

[Create an Application](#) [Obtain a Fee Estimate](#) [Search Applications](#) [Schedule an Inspection](#)

Records

[Show on Map](#)

Showing 1-8 of 8 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	02/10/2020	UP2020-011	Utility Placement	Test for inspection	14611 SE river Rd, milwaukie OR 97267 United States	Final Approved	Pay Fees
<input type="checkbox"/>	12/31/2019	ECSL2019-132	Erosion Control Small Lot	test for inspection routing	14611 SE RIVER RD, MILWAUKIE 97267	Review Note	
<input type="checkbox"/>	11/25/2019	UP2019-128	Utility Placement	Test for Post-submittal Update	14611 SE RIVER Rd, MILWAUKIE 97267	In Review	Edit
<input type="checkbox"/>	10/28/2019	UP2019-114	Utility Placement	test for water service	14611 SE RIVER RD, MILWAUKIE 97267	Final Approved	Pay Fees
<input type="checkbox"/>	08/23/2019	ECSL2019-096	Erosion Control Small Lot	Erosion Control LOT 3	4175 SE Jennings Ave, Milwaukie OR 33172 United States	Issued	Pay Fees
<input type="checkbox"/>	08/13/2019	ECSL2019-092	Erosion Control Small Lot	Test ECSL Pay Pal	14611 SE RIVER Rd, MILWAUKIE 97267	Issued	Pay Fees
<input type="checkbox"/>	08/06/2019	ECSL2019-081	Erosion Control Small Lot	Test for email	14611 SE RIVER Rd, MILWAUKIE 97267	Closed	
<input type="checkbox"/>	07/30/2019	UP2019-074	Utility Placement	Test For Pay Pal	14611 SE RIVER Rd, MILWAUKIE 97267	Fees Owed	Pay Fees

[Search for Records](#)

Enter information below to search for records.

- Site Address

12. Click on "Continue Application"

Logged in as: Oak Water Services [Collections \(0\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

Search...

Home **Permits**

[Create an Application](#) [Obtain a Fee Estimate](#) [Search Applications](#) [Schedule an Inspection](#)

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Erosion Prevention and Sediment Control Plan Review	1	\$200.00
Erosion Control Inspection	1	\$299.15

TOTAL FEES: \$499.15
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

@2019 14496 SE River Road | Oak Grove, Oregon 97267 | Sewer & Water

13. Enter in your credit card information

Logged in as: Oak Water Services [Collections \(0\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

Search...

Home **Permits**

[Create an Application](#) [Obtain a Fee Estimate](#) [Search Applications](#) [Schedule an Inspection](#)

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$499.15

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:



14. You should receive a payment confirmation with a green title stipe at the top.

The screenshot shows the Oak Lodge Water Services website interface. At the top, there is a blue header with the company logo and name. Below the header, a navigation bar contains links for 'Home', 'Permits', 'Create an Application', 'Obtain a Fee Estimate', 'Search Applications', and 'Schedule an Inspection'. A search bar is also present. The main content area features a green banner with a checkmark icon and the text: 'Record Issuance. You have paid a fee associated to this Record. Please print a copy of this receipt and retain a copy your records.' Below this banner, there is a message: 'Thank you for using our online services. Your Record Number is EC SL2019-132.' This is followed by instructions: 'You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.' A blue button labeled 'Print/View Receipt' is provided. Further down, it states: 'A licensed professional is now authorized to proceed with work at the designated location.' Another message follows: 'Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.' A blue button labeled 'View Record Details »' is shown with a note: '(You must post the record in the work area.)' At the bottom of the page, the address is listed: '©2019 14496 SE River Road | Oak Grove, Oregon 97267 | Sewer & Water'.

End of Payment Task.

Next Step: [Schedule an Inspection.](#)

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