



Paying Invoices Online Project Assistance Center Online (PACO) at www.cityofelcajon.us/paco

PROJECT ASSISTANCE CENTER
200 Civic Center Way, El Cajon, CA 92020
Phone: 619-441-1742

Log on to your account at www.cityofelcajon.us/paco and select the permit or plan from your Dashboard.

You can sign in by clicking guest in the upper right-hand corner of the main page and entering your user name and password.

If you are not the billing contact, follow the instructions in green. If you are the billing contact, you can pay fees directly from the main screen.

The screenshot shows the PACO website interface for permit TUP-2020-0013. At the top is a navigation bar with links: Dashboard, Home, Links, Apply, My Work, Today's Inspections, Map, and Search. Below the navigation bar, the permit number TUP-2020-0013 is displayed, along with links for Permit Details, Tab Elements, and Main Menu.

The main content area shows permit details in a light blue box:

- Type: Outdoor Sales Event Permit
- Status: Fees Due
- Project Name: [Redacted]
- Applied Date: 01/31/2020
- Issue Date: [Redacted]
- District: District 2
- Issue To: Devine, Melissa
- Expire Date: 05/01/2020
- Finalized Date: 06/18/2020
- Description: VOID TEST Ever

Below the details is a horizontal menu with buttons for Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, Attachments (with a red notification icon), Contacts, Sub-Records, Holds, and More Info. The 'Fees' button is highlighted with a green box and a callout that says "Available to any contact Click on Fees".

The interface is divided into three main sections:

- Progress:** A donut chart showing 25% completed. Legend: Completed (green), In Progress (blue), Not Started (grey).
- Workflow:** A list of steps with status indicators:
 - Temporary Use Permit Review - Failed : 01/31/2020 (red exclamation mark)
 - Confirm TUP Application Complete - Passed : 01/31/2020 (green checkmark)
 - Temporary Use Permit Review - Failed : 06/25/2020 (red exclamation mark)
 - Temporary Use Permit Review (radio button)
 - Issue Permit (radio button)
- Available Actions:** A list of actions:
 - Resubmit File (with a Resubmit button): Plan.pdf, Next Version: 3
 - Unpaid Fees: \$150.00, 02-01-2021

At the bottom left, a 'Fees' section shows a total of \$150.00 with a 'View Details' button. A yellow callout box points to this section, stating "Only available to a billing contact".

On the Fees Page, click on the invoice number next to the fee you are attempting to pay.

There could be multiple invoices on one permit. Make sure you click and add the fees from each invoice.

Dashboard Home Links Apply My Work Today's Inspections Map Search

Permit Number: TUP-2020-0013

Permit Details | Tab Elements | Main Menu

Type:	Outdoor Sales Event Permit	Status:	Fees Due	Project Name:	
Applied Date:	01/31/2020	Issue Date:			
District:	District 2	Assigned To:	Devine, Melissa	Expire Date:	05/01/2020
Finalized Date:	06/18/2020				
Description:	VOID TEST Event				

Summary Locations **Fees** Reviews Inspections Attachments Contacts Sub-Records Holds More Info

Fee Summary | Remaining Fees | Paid Fees | Next Tab | Permit Details | Main Menu

Fee Summary

Total Fees:	\$150.00	Paid Fees:	\$0.00		\$0.00
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Click on the Invoice Number

Remaining Fees Sort Fee

Fee	Invoice	Computed	Amount Due
Temporary Use Permit	INV-00003653	\$150.00	\$150.00

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

Paid Fees Sort Fee

Fee	Invoice	Computed
No records to display.		

Select Add to Cart and proceed with entering your payment information. You will receive a confirmation when you have successfully paid the fees.

Dashboard Home Links Apply My Work Today's Inspections Map Search

Back

Invoice Number: INV-00003653

Invoice Total: \$150.00
Status: Due Invoice Date: 02/01/2021 Due Date: 02/01/2021
Description: NONE

Click Add to Cart

Add To Cart

Primary Fees Misc Fees Payments Attachments Contacts

Primary Fees Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Temporary Use Permit	\$150.00	\$150.00	TUP-2020-0013	Permit	

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