How to View Invoices and Receipts

Access JCC PermitLink by selecting www.jamescitycountyva.gov/permitlink

Note: If you are not yet registered on JCC PermitLink, please refer to the How to Register in Permit Link section of this guide.

**STEP 1**: Click “Login or Register”, then “Log In” to your account.
STEP 2: Click on “Dashboard”. Then, scroll down the page to the option My Invoices. Click on “View My Invoices”.

“Dashboard”

“View My Invoices”
STEP 3: From the *My Invoices* list, select the invoice number to see details.

**My Invoices**

Select the invoice number.

Select the invoice number.
**STEP 4:** If you wish to see the receipt number, click on the “Payments” button. The receipt number will appear right below the *Payments* subtitle.