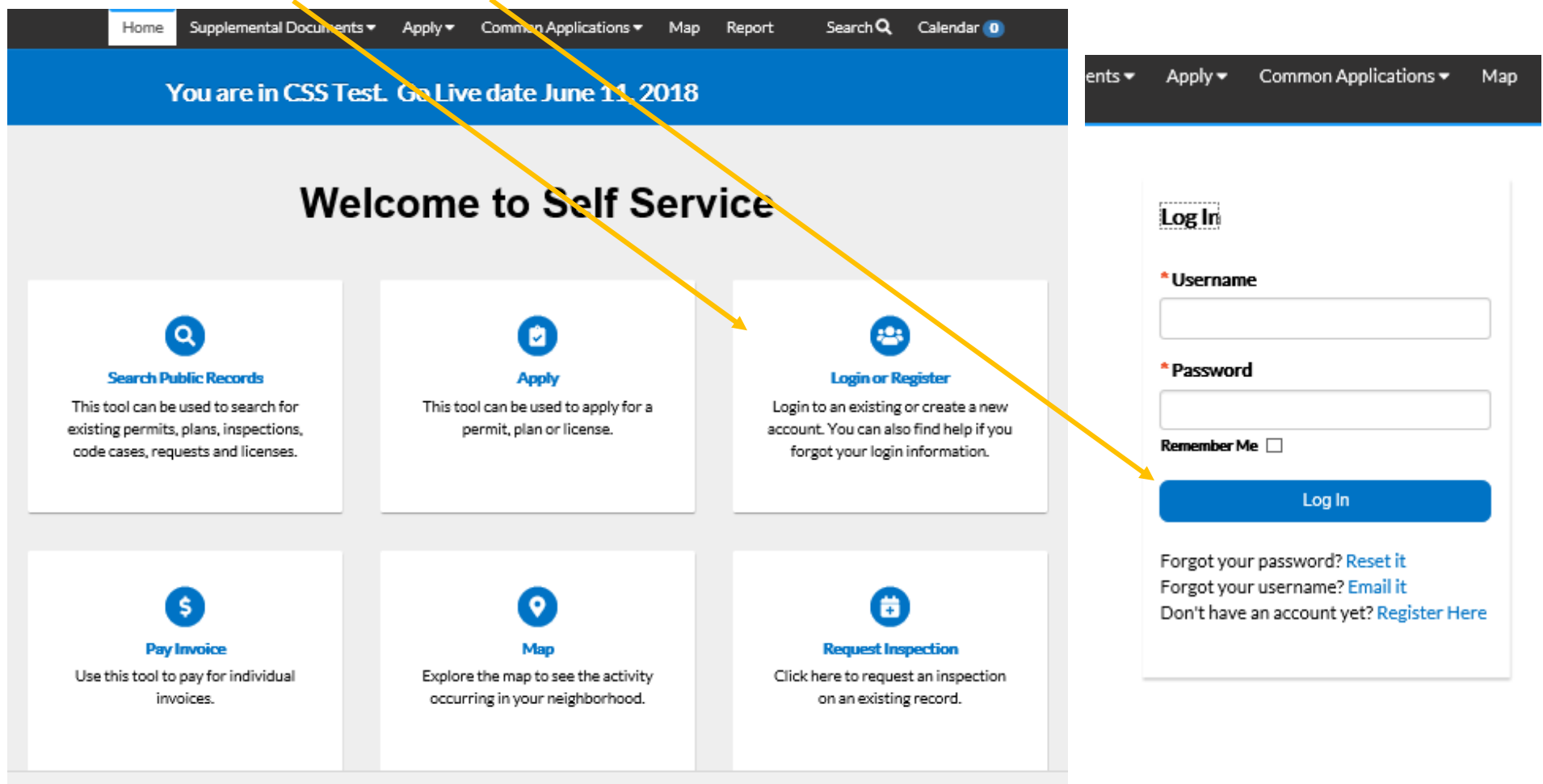**How to View Invoices and Receipts**

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"**.

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

## My Invoices

Unpaid    Paid    Voided

Search for invoice number, case number, or address 🔍

Exact Match ☐

**Display** All Invoices ▽ 📊 Export

**Sort** Amount Due ▽

| Invoice Number | Amount Due | Status | Case Number | Address | Select All ■ |
|---|---|---|---|---|---|
| INV-00013837 | $21.00 | Invoiced, Past Due | CK-20-0010 | | ☐ |
| INV-00013836 | $21.00 | Invoiced, Past Due | CK-20-0018 | | ☐ |
| INV-00013838 | $21.00 | Invoiced, Past Due | CK-20-0014 | | ☐ |

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.