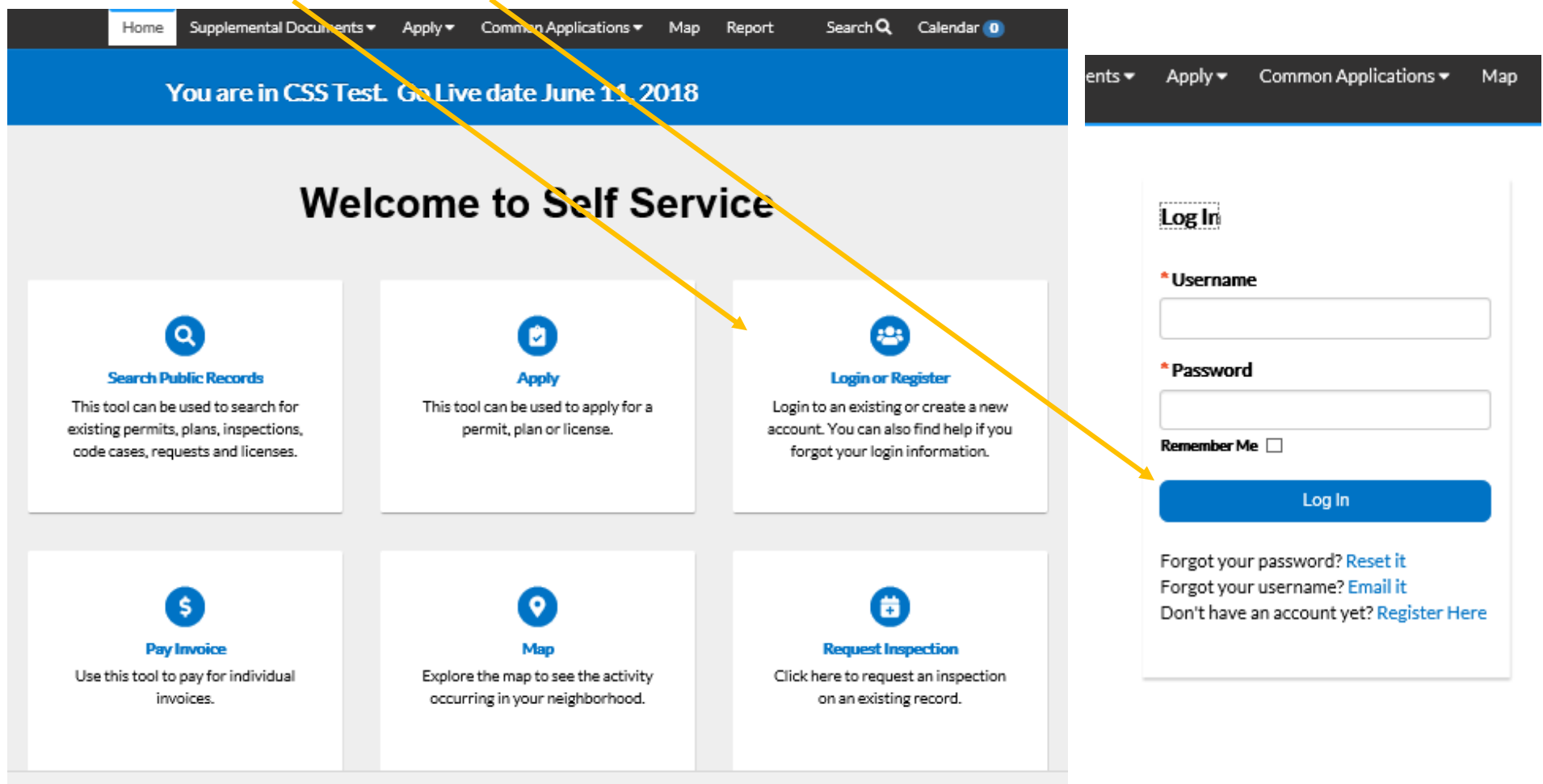


How to View Invoices and Receipts

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.



The screenshot shows the JCC PermitLink self-service portal. At the top, there is a navigation bar with links for Home, Supplemental Documents, Apply, Common Applications, Map, Report, Search, and Calendar. Below this is a blue banner that reads "You are in CSS Test. Go Live date June 11, 2018". The main heading is "Welcome to Self Service". There are six tiles for different services: Search Public Records, Apply, Login or Register, Pay Invoice, Map, and Request Inspection. A yellow arrow points from the "Login or Register" tile to a detailed view of the login form on the right. The login form includes a "Log In" header, fields for "Username" and "Password", a "Remember Me" checkbox, and a blue "Log In" button. Below the button are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

STEP 2: Click on **“Dashboard”**. Then, scroll down the page to the option *My Invoices*. Click on **“View My Invoices”**.

Dashboard | Apply | Common Applications | View | Map | Report | Help | Search | Calendar

You are in CSS Test. Go Live date June 11, 2018

My Permits

Attention	Pending	Active	Draft	Recent
6	14	6	0	8
Commercial Buildi... 2 Land Disturbance 1 Other 3	Special Event 2 Residential Buildi... 2 Other 10	Land Disturbance 2 Well - New Work 1 Other 3		Special Event 1 Land Disturbance 1 Other 6

[View My Permits](#)

My Plans

Attention	Pending	Active	Draft	Recent
5	15	1	0	5
Wetlands - Wetlands 2 Development in th... 1 Other 2	Conceptual Plan 6 Wetlands - Wetlands 2 Other 7	Erosion and Sedime... 1		Land Use 1 Development in th... 1 Other 3

[View My Plans](#)

My Inspections

Requested	Scheduled	Closed
0	5	29
	Grading Pre-con... 1 Final Building 1 Other 3	Final Building 7 Land Disturban... 5 Other 17

[View My Inspections](#)

My Invoices

Current	0	\$0.00	Add To Cart
Past Due	13	\$4,147.50	Add To Cart
Total	13	\$4,147.50	Add To Cart

[View My Invoices](#)

“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

Sort Amount Due

Invoice Number	Amount Due	Status	Case Number	Address	Select All <input type="checkbox"/>
INV-00013837	\$21.00	Invoiced, Past Due	CK-20-0010		<input type="checkbox"/>
INV-00013836	\$21.00	Invoiced, Past Due	CK-20-0018		<input type="checkbox"/>
INV-00013838	\$21.00	Invoiced, Past Due	CK-20-0014		<input type="checkbox"/>




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.

Dashboard Home Supplemental Documents ▾ Apply ▾ Common Applications ▾ View ▾ Map Report Help ? Search 🔍 Calendar 0

◀ Back

Invoice Number: INV-00013711 

Invoice Total: \$1.00
 Status: Paid In Full Invoice Date: 01/17/2020 Due Date: 01/17/2020
 Description: NONE

Primary Fees Misc Fees **Payments** Attachments Contacts

Payments Sort Receipt Number ▾

Receipt Number	Status	Transaction Type	Payment Type	Payment Amount	Payment Date
REC-007307-2020	Complete	Fee Payment	Credit Card	\$1.00	01/17/2020

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