Town of Manchester Planning & Economic Development Department
**How to Pay Application Fees
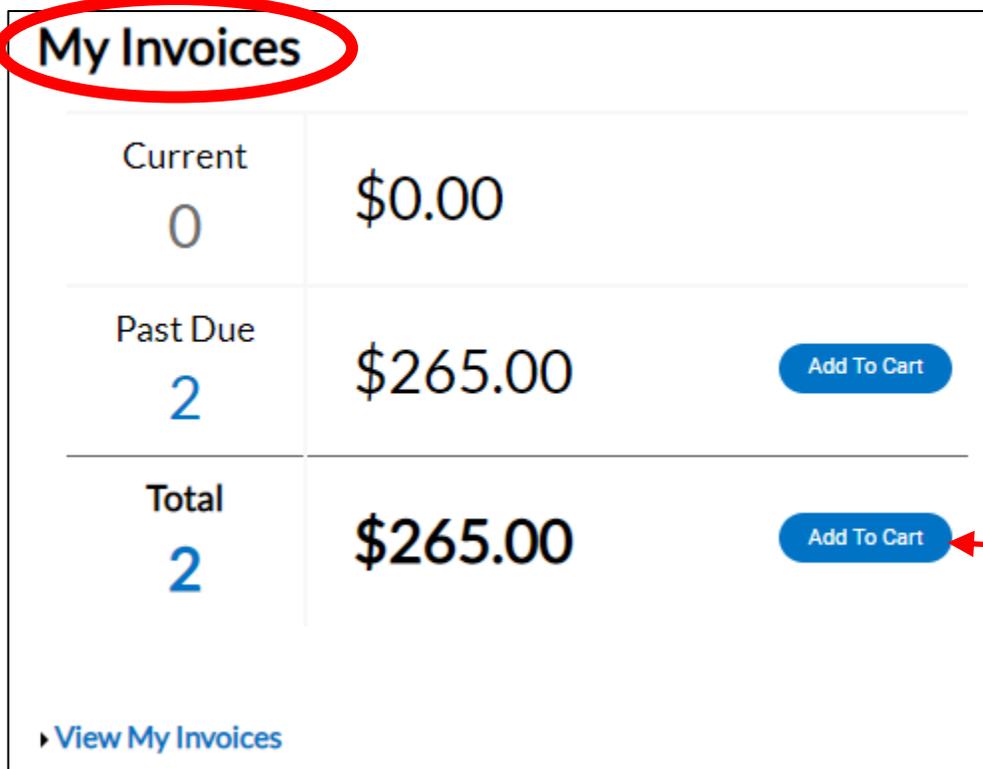in the Town of Manchester Citizen Self Service (CSS) Portal**

Once your application is submitted, Planning Department staff will check it for completeness, then send you an invoice for the appropriate fees.

You will get an email from manchestercss@manchesterct.gov with an invoice. You can pay the fee online through the CSS Portal:

1. Go to the CSS webpage: https://selfserve.townofmanchester.org/EnerGov_Prod/SelfService

2. In the menu bar at the top, click **Dashboard**:

Application Information ▾ | Dashboard | Home | Apply ▾ | My Work | Map | Report | Search 🔍 | Calendar ④
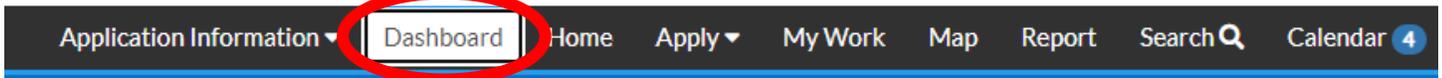
3. Scroll down until you see **My Invoices**. Click **Add to Cart**:

My Invoices

Current 0	$0.00	
Past Due 2	$265.00	Add To Cart
Total 2	$265.00	Add To Cart

▸ View My Invoices

Click
Add to Cart

4. Review the fees in your cart, then hit **Check Out** to begin paying the fees:

Review your cart items

Plan: [Plan Number]   Invoice: INV-00000229 $100.00

View details   Remove

Cart summary

Subtotal $100.00

Additional fees may be applied at checkout

Check out

Find more items to pay

🏢   Return to ManchesterCTTrain

Review, then click **Check Out**

5. Enter your payment information and email address, then hit **Continue**:

Enter your payment information

How are you going to pay?

⦿ Mastercard .   ✏️   ⋮

○ Enter new credit card

○ Enter new eCheck

Security code

_____

Where should we send your receipt?

Email for receipt*

[Your Email Address]

You will not be charged until you review your payment on the next step

Back   **Continue**

Enter your info, then click **Continue**

6. Review the payment, then click **Submit Payment:**

Complete your payment

Review your payment method

Mastercard ending in
Expiration date

Summary of charges

Plan: [Plan Number]   Invoice: INV-00000229 $100.00

Subtotal $100.00

Processing fee $0.00

Total $100.00

By clicking **Submit payment**, you agree to the following terms and conditions.

Back   **Submit payment**

Allow up to 48 hours for your payment to be reflected on your account statement.

Review, then click **Submit Payment**

7. A confirmation screen will appear, and you will also receive a confirmation email:

Example Confirmation Screen:

Thank you for your payment

Allow up to 48 hours for your payment to be reflected on your account statement.

An email confirmation was sent to [Your Email Address]

Town of Manchester

Transaction details

Date: May 25, 2022 03:39 PM EDT

Plan: [Plan #] | Invoice: INV-00000229 $100.00

Total $100.00

Payment information

test

Mastercard ending in

Confirmation number: DRKCQ6JN53

Transaction type: Purchase

Return to ManchesterCTTrain

Example Confirmation Email:

Town of Manchester (Train) Payment Confirmation Inbox ×

Online Payments <noreply@tylerportico.com>
to   [Your Email Address]

Town of Manchester (Train) payment confirmation

Hi   [Your Name]

Thanks for your payment. This email is your receipt.

This purchase will appear on the account statement for your Mastercard ending in

Confirmation #: DRKCQ6JN53   **May 25, 2022 03:39 PM EDT**

Description	Amount
Plan: [Plan #]	Invoice: INV-00000229	$100.00

	Subtotal	$100.00
	Processing fee	$0.00
	Total	**$100.00**

Allow up to 48 hours for your payment to be reflected on your account statement. If you have questions, contact customer service for help.

[View this receipt online]