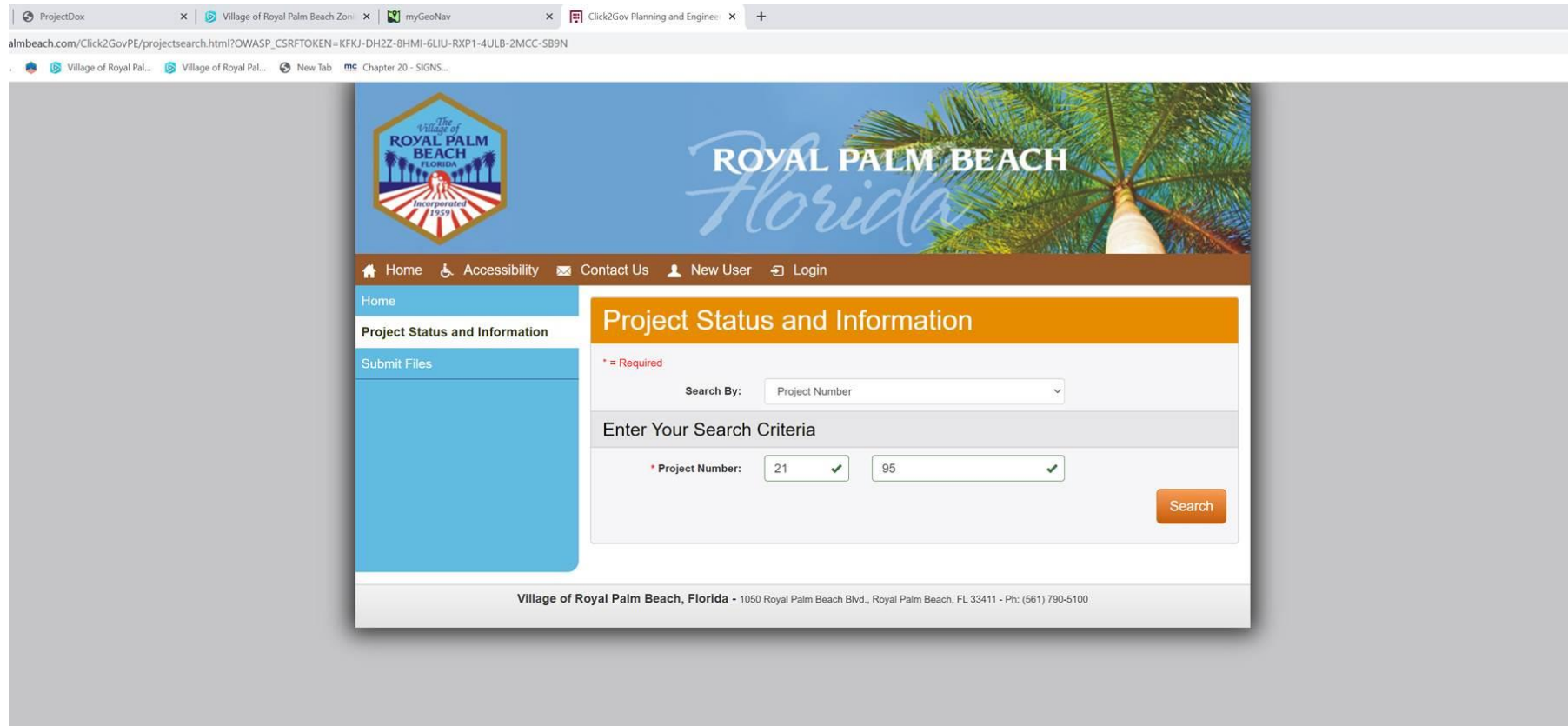


1. Visit Click2Gov at the following link: <https://click2gov.royalpalmbeach.com/Click2GovPE/index.html>
2. Click the 'Project Status and Information' tab on the left.
3. Insert the 'Project Number' as shown below and click search



4. Click the 'View Fees' tab on the left as shown below.

The screenshot shows a web browser window with several tabs open. The active tab is 'Click2Gov Planning and Engineering'. The URL in the address bar is 'lmbeach.com/Click2GovPE/projectsearch.html'. The browser's address bar also shows 'Village of Royal Pal...' and 'New Tab'. The website header features the Village of Royal Palm Beach logo and the text 'ROYAL PALM BEACH Florida'. Below the header is a navigation menu with links for Home, Accessibility, Contact Us, New User, and Login. A left sidebar contains a list of menu items: Home, Project Status and Information, Names, Locations, Review Steps, Project Documents, View Fees, and Submit Files. The main content area is titled 'Project Status and Information' and displays the following details:

<b>Project Number:</b>	21 - 00000095
<b>Project Type:</b>	ARCHITECTURAL APPROVAL REVIEW
<b>Project Description:</b>	MOTOR CITY CAR WASH IS SEEKING ARCHITECTURAL APPROVAL FOR SIGNAGE AND OTHER VARIOUS UPDATES TO THE SITE

**General Project Information**

<b>Planner:</b>	BRADFORD O'BRIEN
<b>Total Square Footage:</b>	0
<b>Application Date:</b>	08/23/21
<b>Status Description:</b>	ACTIVE
<b>Project Name:</b>	MOTOR CITY CAR WASH (AAR)
<b>Number of Dwellings:</b>	0
<b>Dept / Project Type:</b>	PZ/AAR

At the bottom of the page, the footer text reads: 'Village of Royal Palm Beach, Florida - 1050 Royal Palm Beach Blvd., Royal Palm Beach, FL 33411 - Ph: (561) 790-5100'.

5. Click the application and legal fees required (as shown below) and click pay selected fees. If you are only paying legal fees only check the box Legal Review Fee Deposit.

The screenshot shows a web browser window with the following tabs: 'ach Zoni...', 'myGeoNav', and 'Citizen Engagement Planning an...'. The address bar contains the URL 'FKJ-DH2Z-8HMI-6LIU-RXP1-4ULB-2MCC-SB9N'. The page title is 'fab mc Chapter 20 - SIGNS...'. The website header features the Village of Royal Palm Beach logo and the text 'ROYAL PALM BEACH Florida'. A navigation bar includes links for Home, Accessibility, Contact Us, New User, and Login. A left sidebar contains menu items: Home, Project Status and Information, Names, Locations, Review Steps, Project Documents, View Fees, and Submit Files. The main content area is titled 'Fees' and displays the following project information:

- Project Number:** 21 - 00000095
- Project Type:** ARCHITECTURAL APPROVAL REVIEW
- Project Description:** MOTOR CITY CAR WASH IS SEEKING ARCHITECTURAL APPROVAL FOR SIGNAGE AND OTHER VARIOUS UPDATES TO THE SITE
- Total Fees:** \$445.00

Below the project information is a 'Pay All Fees' button. A table lists the individual fees:

Fee Code	Description	Amount	Pay
17	ARCHITECTURAL REVIEW	\$250.00	<input checked="" type="checkbox"/>
33	LEGAL REVIEW FEE DEPOSIT	\$195.00	<input checked="" type="checkbox"/>
<b>Total</b>		<b>\$445.00</b>	<b>\$445.00</b>

At the bottom of the table is a 'Pay Selected Fees' button. The footer of the page contains the text: 'Village of Royal Palm Beach, Florida - 1050 Royal Palm Beach Blvd., Royal Palm Beach, FL 33411 - Ph: (561) 790-5100'.

6. Complete all final payment information as shown below. The payment information stage has 4 steps, please ensure all steps are completed in order to have a receipt.

The screenshot shows a web browser window with the Village of Royal Palm Beach Florida website. The page is titled "Payment Information" and is part of a 4-step process: 1. Payment, 2. Charges, 3. Review, and 4. Receipt. The "Payment" step is currently active.

**Payment Information**

\* = Required

Please complete the fields below with your payment information. The cardholder name must appear exactly as it does on your credit card. Also, be sure to use the billing address of the credit card as it appears on your statement.

**Card Details**

\* Card Number:

\* Expiration Date:

\* Card Security Code:

**Cardholder Name**

\* First Name:

Middle Initial:

\* Last Name:

**Billing Address**

\* Address One:

Address Two:

\* City:

\* State:

\* ZIP Code:

[Continue](#)

7. Once the payments are completed, you will have to go into ProjectDox and accept/complete the Plan Fees Due task for each application. This step is only if you have been working in ProjectDox for your application.

21-95 Home | All Tasks | Profile | Logout

Main Contact: Project Reports | Project Tasks | Edit

Expand current | Collapse | 135 STATE RD 7 El Motor City Carwash AAR

21-95

- Application Documents (20 Files - 20 New)
- Certified Sets
- Additional Documents
- Final Approval

### ProjectFlow Task List

Refresh Save Settings

Show all tasks for all users

TASK	PROJECT	INSTANCE	ASSIGNED TO	GROUP	ASSIGNMENT TY...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
Assign Reviewers Task	21-95	PLN-4914 - Planning Template - 8/22/2021 2:00:06 PM	Waiting for Acceptance	Coordinator	FirstInGroup	SystemClosed	Medium	8/25/2021 8:54:21 AM	8/23/2021 8:54:21 AM	135 STATE RD 7 El Motor City Carwash AAR
Assign Reviewers Task	21-95	PLN-4914 - Planning Template - 8/22/2021 2:00:06 PM	Waiting for Acceptance	Coordinator	FirstInGroup	SystemClosed	Medium	8/25/2021 9:12:24 AM	8/23/2021 9:12:24 AM	135 STATE RD 7 El Motor City Carwash AAR
Prescreen Review Task	21-95	PLN-4914 - Planning Template - 8/22/2021 2:00:06 PM	Christina Carruolo	Intake	FirstInGroup	Completed	Medium	8/27/2021 2:11:26 PM	8/22/2021 2:11:26 PM	135 STATE RD 7 El Motor City Carwash AAR
Upload and Submit Task	21-95	PLN-4914 - Planning Template - 8/22/2021 2:00:06 PM	Brian Cheguis	Applicant	FirstInGroup	Completed	Medium		8/22/2021 2:00:08 PM	135 STATE RD 7 El Motor City Carwash AAR
Plan Fees Verification	21-95	PLN-4914 - Planning Template - 8/22/2021 2:00:06 PM	Christina Carruolo	Intake	FirstInGroup	Completed			8/23/2021 8:45:12 AM	135 STATE RD 7 El Motor City Carwash AAR
Plan Fees Verification	21-95	PLN-4914 - Planning Template - 8/22/2021 2:00:06 PM	Christina Carruolo	Intake	FirstInGroup	Completed			8/23/2021 9:13:00 AM	135 STATE RD 7 El Motor City Carwash AAR
<a href="#">Plan Fees Due</a>	21-95	PLN-4914 - Planning Template - 8/22/2021 2:00:06 PM	Brian Cheguis	Applicant	FirstInGroup	Accepted			8/23/2021 9:18:47 AM	135 STATE RD 7 El Motor City Carwash AAR

1 - 7 of 7 records

### Workflow Instances

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
PLN-4914 - Planning Template - 8/22/2021 2:00:06 PM	Coordinator	Active	Production	20200423 - Add Payment Activity Group (Version 1)	8/22/2021 2:00:07 PM	

1 - 1 of 1 records