# Regional San and SASD Sewer Impact Fee On-line Payment Instructions

Regional San and Sacramento Area Sewer District Sewer Impact Fee payments can now be made online through the County of Sacramento's Accela Citizens Access website.

Access and login to the on-line payment portal at: https://actonline.saccounty.net/CitizenAccess/.

New Users must register for an account. Select **Register for an Account** under the Login screen on the Home page. Instructions for registering an account are on page 4 of this document.
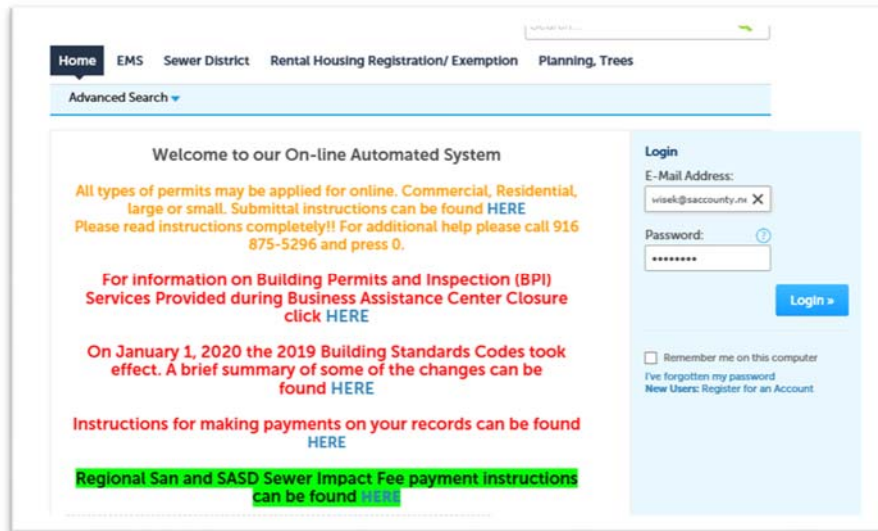
1. After login, select **Search Applications** from the Sewer District section, and enter your case number. If you do not see your case number in the Record section, enter your case number in the General Search and select **Search**.
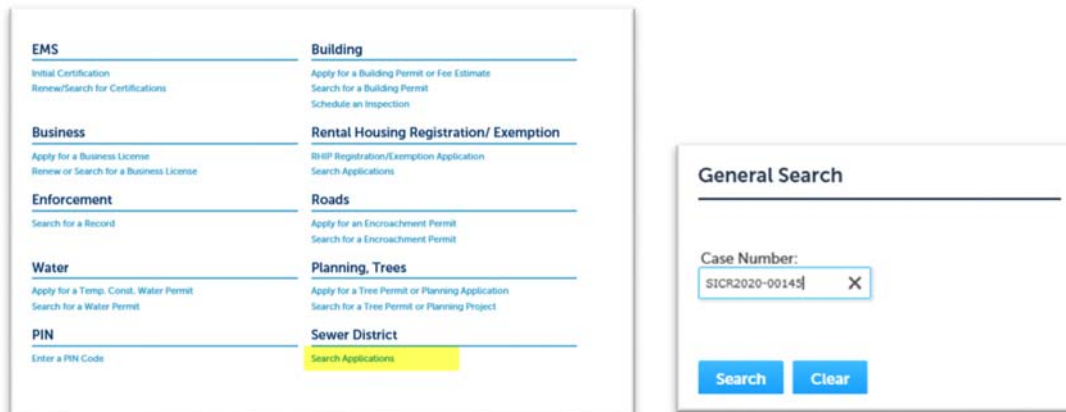
2. Select **Fees** from the Payments pull down menu.
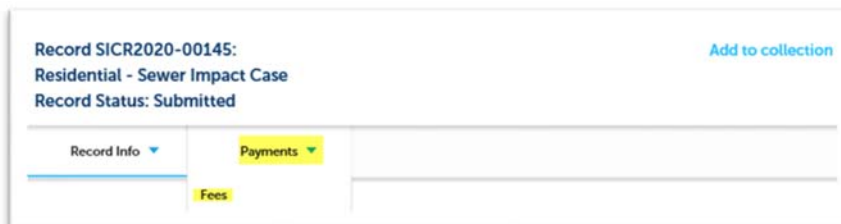
3. The results page will list all applicable fees on you case. A Pay Fees link will be visible next to all outstanding fees. Select **Pay Fees** next to the fee you wish to pay. Confirm the correct fee for payment has been selected and press **Continue Application**.

4. Select your preferred payment option and press **Submit Payment**

5. You will be taken to a third party payment site to select your preferred payment method.

6. Enter the required payment information and press **Continue**. If the system senses an error it will turn the field red.

7. Review your payment information. If the information is correct, select **Submit Payment**.

Once the payment has been submitted, you will be directed to the payment confirmation page. You will receive an email receipt from the vendor.

8. To print a receipt, select Print Receipt.

You will also receive a confirmation email from **act.saccounty.net** with a copy of your Sewer Permit and Fee Summary, which is needed to clear any conditions on your Building Permit.

9. You **MUST** press the **Return to Sacramento County On-Line Services web site** link for the payment to properly be applied to the Accela case, or the permit will still show a balance due.

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New User Account Registration Instructions

Open your internet browser and navigate to: https://actonline.saccounty.net

Prerequisite Information

- The website supports Microsoft Internet Explorer version 10 or higher and the latest versions of Google Chrome and Firefox. The Safari browser and Microsoft Edge are not supported. Using other browsers or other versions of Internet Explorer may cause this site to not function as expected.
- You must be logged in to use this service.
- Adobe Acrobat Reader is required for viewing and printing reports, receipts and permits.
- There is a convenience fee charged by the County's 3rd-party payment processor for this service. You will have an opportunity to review the fee prior to completing your payment.

1. Select **Register for an Account** as shown below:

2. Read the General Disclaimer
   a. Check the box that you have accepted the terms
   b. Select **Continue Registration**.
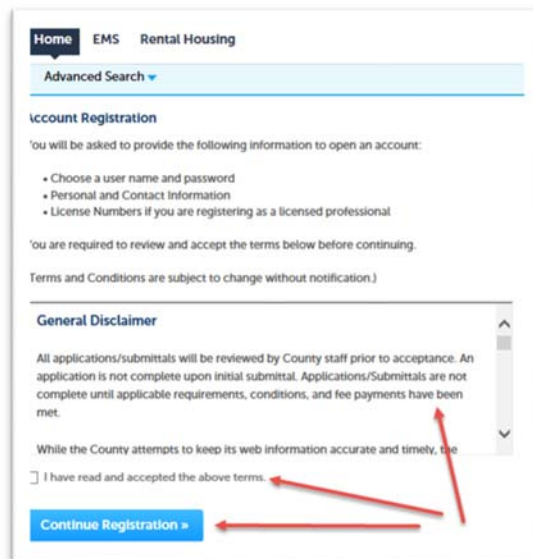
3. Complete the Login and Contact Information sections in Step 2 of the ACA Account Registration.
   a. Select **Add New** to select and add the applicable contact type.
      i. If you are unsure of the contact type, choose Applicant.
   b. Select **Continue Registration** when complete.
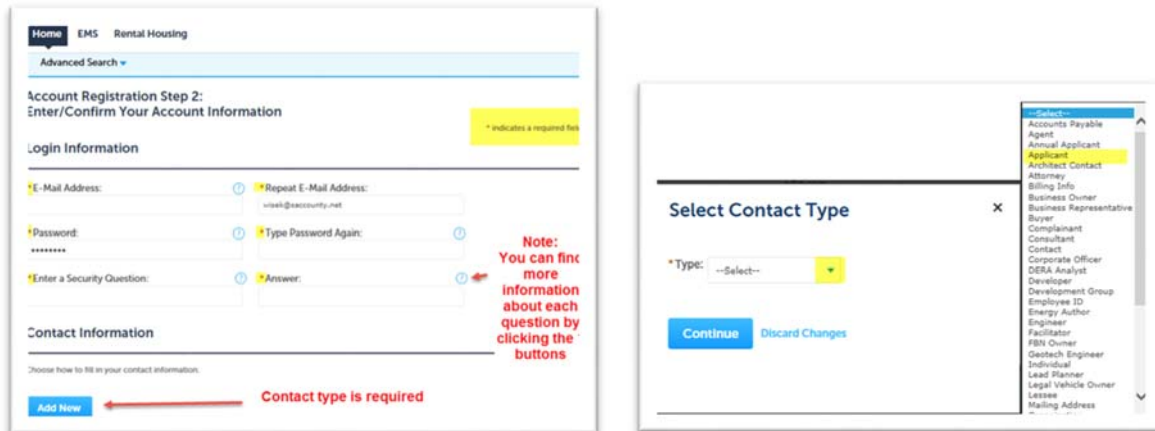
4. Enter the required contact information and
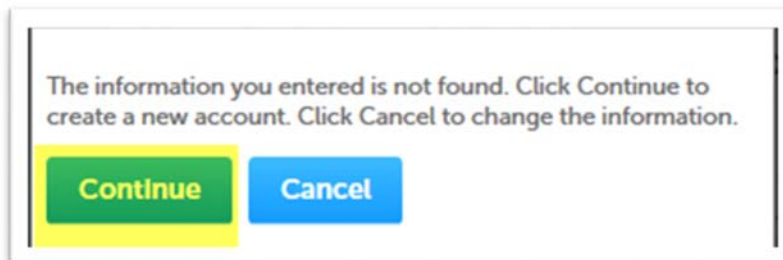   a. Select **Continue** when complete.

5. The below message will appear, select **Continue**.

6. To complete your registration, select **Continue Registration**.
   a. Your account has been created and you can login to the on-line payment portal
7. Login to your User Account
   a. Enter your E-Mail address and password, and then click the "Login" button:

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