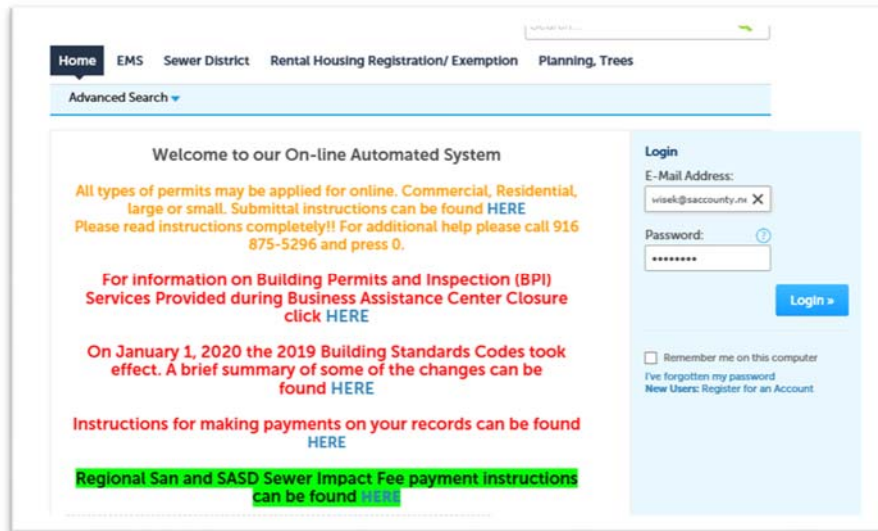


Regional San and SASD Sewer Impact Fee On-line Payment Instructions

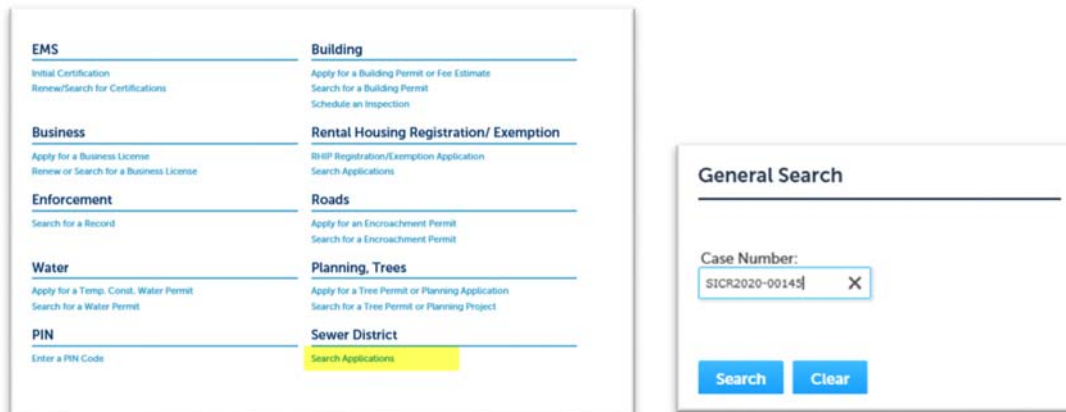
Regional San and Sacramento Area Sewer District Sewer Impact Fee payments can now be made online through the County of Sacramento's Accela Citizens Access website.

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

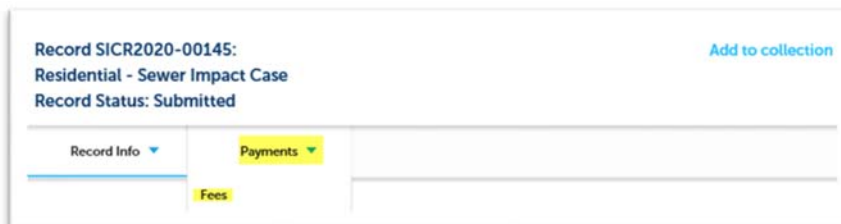
New Users must register for an account. Select **Register for an Account** under the Login screen on the Home page. Instructions for registering an account are on page 4 of this document.



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.



- 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**.

Fees

Outstanding:

Date	Invoice Number	Amount	
38/06/2020	1265183	\$4,444.00	Pay Fees

Total outstanding fees: \$4,444.00

Paid:

Date	Invoice Number	Amount
38/06/2020	1265182	\$44.00
38/06/2020	1265181	\$222.00
38/06/2020	1265180	\$111.00
38/06/2020	1265179	\$1,111.00
38/05/2020	1265005	\$38,872.00

< PREV Additional Results: 12 Next >

Total paid fees: \$40,460.00

Application Fees

Fees	Qty	Amount
SAOZ Fees	4444	\$4,444.00

TOTAL FEES: \$4,444.00
 Note: This does not include additional inspection fees which may be assessed later.

[Continue Application >](#)

- Select your preferred payment option and press **Submit Payment**

Payment Options

Amount to be charged: \$4,444.00

Pay with Credit Card
 Pay with Bank Account

[Submit Payment >](#)

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

Payment

Select Payment Method

Please select a payment method.

[Credit Card](#) [E-check](#)

E-checks will be charged a convenience fee of \$0.95, and Credit Cards will be charged a convenience fee of 2.29% or a minimum of \$1.95.

All Fields Required

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

Payment

[Credit Card](#) [E-check](#)


Name on Card: test test

Card #: *****1111

Expires: ****

Card Security Code: ***

Card Security Code Location for Visa, MasterCard, and Discover Cards



All Fields Required

Street Address: 799 G ST

City: SACRAMENTO

State/Province: CA

ZIP/Postal Code: 95814

Country: United States

Phone #: 916876545

Email Address: Email Address

Your email address will only be used for communications concerning your payment and will not be shared with third parties.

[Clear Payment Information](#) [Continue](#)

- 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.

- 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.

- 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.

Description	Amount	Convenience Fee
Sacramento County Treasury Payment 186239	\$ 4,444.00	\$ 101.77
Subtotal:	\$ 4,444.00	\$ 101.77
Total (Payment + Fee):	\$ 4,545.77	

---END---

New User Account Registration Instructions

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

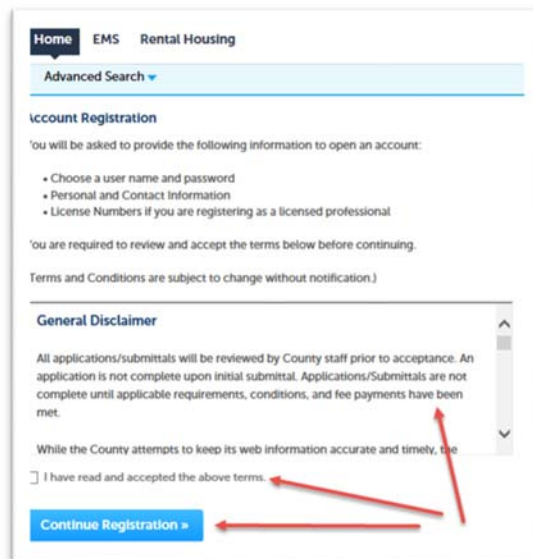
Prerequisite Information

- 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.

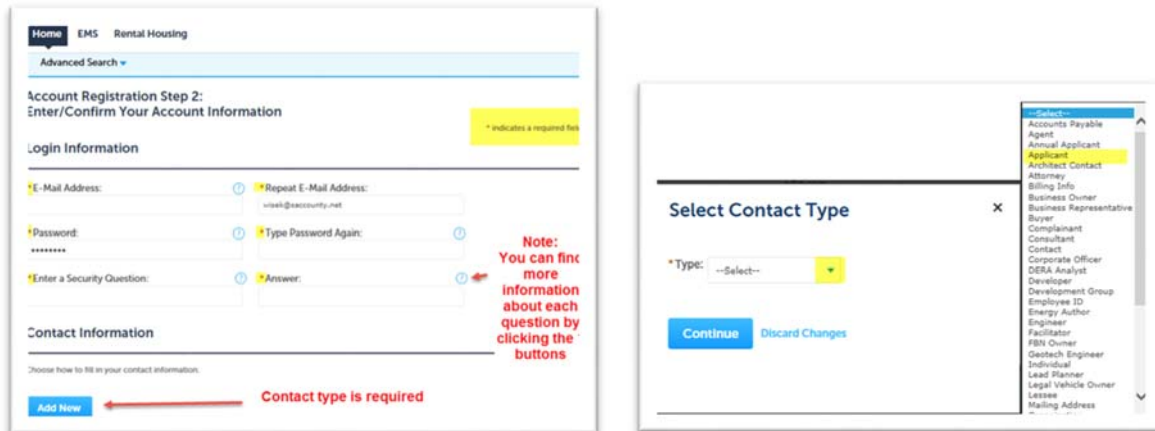
1. Select **Register for an Account** as shown below:



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.

Contact Information ×

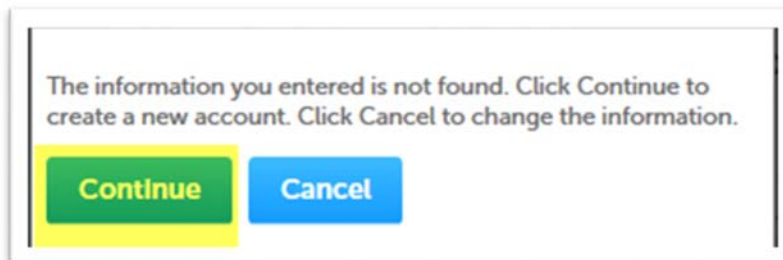
*First: Middle: *Last: Name of Business:

*Address Line 1: *City: *State: *Zip:

Home Phone: Work Phone: Mobile Phone:

*E-mail: Driver's License Number: Driver's License State:

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:

apsadmins@saccounty.net as soon as possible.' To the right is a 'Login' form with fields for 'E-Mail Address:' (containing 'b@c.com') and 'Password:' (with a help icon). Below the fields is a 'Login »' button. At the bottom of the form area, there is a checkbox for 'Remember me on this computer', a link for 'I've forgotten my password', and a link for 'New Users: Register for an Account'."/>


Home

Please Login

Thank you for registering for an Automated Permit System Public User account. Your account has been verified. You can now login by entering your e-mail address and password then clicking the Login button. If you are having trouble logging in to this site or have received this e-mail in error, please contact the County of Sacramento at apsadmins@saccounty.net as soon as possible.

Login

E-Mail Address:
b@c.com

Password: 

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

---END---