Fee Payment Task

A task assignment email notifies the applicant to pay fees to complete the Prescreen Review. Fees must be paid for the project to be accepted for formal review. The application moves to Department Review once fees are paid.

Step 1: Click on the 'Project Access' link in the email from 'FriscoPlansAndPermits'. The email content lists the assigned Project Number and task.

Project No:	**SP20-0103**
Description:	**SITEPLAN Retail Pad Sites**
Address:	**Preston Rd & Lebanon**
Task:	**Fee Payment**
Project Access	

Step 2: Log in to ProjectDox. Click on the 'Fee Payment' in 'ProjectDox' under the Tasks tab.

Tasks	Files	Status	Info	Reports	Reviews	**SP21-0064:** SITEPLAN Retail Site with open space

Refresh   Save Settings

ACTION	TASK	PROJECT	GROUP	STATUS
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contai
Accept	Fee Payment	SP21-0064	Applicant	Pending

Step 3: The eForm allows the applicant to pay fees by Credit Card or eCheck. Select payment method and check the boxes to continue to the payment dialogue. Unresolved comments will block access to the payment dialogue.

STEP 1 of 4: Plan review fee required upon submittal of application.

Payment

- If a Payment is required, you will be directed to Authorize.net secure payment screens. **After clicking Pay, do not close the browser window** payment process is complete.
- A convenience fee of 2% for Credit Card and .75% for Electronic Check will be added.
- The transaction limit for Electronic Check is $50,000.
- If you wish to pay by paper check, deliver or mail your check to "City of Frisco Development Services 6101 Frisco Square Blvd 3rd floor, Frisco, T Amount. To exit this window, click "Save For Later".

Fee Amount: $300.00

Payment Method: [Credit Card ▾]

STEP 2 of 4: Please respond to all comments

Resolve Review Comments ❓

Unresolved Comments: 0
Info Only Comments: 0
Files with Markups: 0
Plan Review: [Review Comments]

STEP 3 of 4: Confirm completion by selecting the checkbox at the bottom

Confirmation ❓

☑ *Click Continue to pay fees or move the project to the next step if no fees are due. *Required
☑ *By checking this box, the cardholder acknowledges and agrees to the City of Frisco's Terms and Conditions prior to executing a payment. If you l institution. *Required

[Continue] [Save for Later]

Step 5: Enter billing information on this page. Payment information will be entered on the following secure portal form.

Billing Information

Amount Due	$306.00
Company Name	Digger Company
First Name *	Sally
Last Name *	May
Address 1 *	7549 Peach St
City *	Frisco
Province/State *	TX
Postal Code/Zip Code *	75035
Country *	United States ▾

[Submit] [Cancel]

Note: Payment information will be entered on the following secure page.

Step 6: Enter Credit Card or Bank Account information to finalize payment. Allow time for processing before closing windows.

Step 6: An email will notify the applicant of a successful payment with a receipt.

Step 7: A separate email confirms successful completion of Prescreen and the project moving to Department Review. The applicant can access the project to check its status.

Frisco Notice - Prescreen Complete	
Project No:	**SP20-0103**
Description:	**SITEPLAN Retail Pad Sites**
Address:	**Preston Rd & Lebanon**
Project Access	

Step 8: The applicant will receive notification by email to Revise and Resubmit any necessary modifications. It is important to respond in a timely manner to avoid delays or disapproval to the 'Revise and Resubmit' task.