

ROCHESTER

Minnesota

Office of the City Clerk

How to Pay Fees in Accela

1. Go to <https://acatest.rochestermn.gov/citizenaccessstaging/Default.aspx>
2. Sign in with your username and password:



The screenshot shows a login form with the following elements:

- Login** header
- User Name or E-mail:** Input field with a yellow highlight.
- Password:** Input field with a yellow highlight.
- Login »** button, circled in red.
- Remember me on this computer
- [I've forgotten my password](#)
- [New Users: Register for an Account](#)

3. Under the "Home Tab," click "My Records":



Hello, Travis Amundson



4. Click the dropdown triangle next to City Licensing:



5. Click "Pay Fee Due For Renewal":

▼ City Licensing

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	02/24/2020	AG00226A	Consumption and Display Application		C&D TEst 4		Issued	
<input type="checkbox"/>	02/24/2020	AG00226L	Consumption and Display License		C&D TEst 4	03/31/2020	Active - Renewal in Process Renewal: Deferred Payment	
<input type="checkbox"/>	02/24/2020	AG00227A	Consumption and Display Application		64		Issued	
<input type="checkbox"/>	02/24/2020	AG00227L	Consumption and Display License		64	03/31/2020	Active - Renewal in Process	Pay Fee Due for Renewal

6. Click "Check Out":

If you are applying for a license renewal after the expiration date, you may be invoiced for :

Application Fees

Fees	
Sunday Endorsement	
Consumption and Display Annual Permit	

TOTAL FEES: \$500.00

Note: This does not include additional fees which may be assessed later.



7. Click Check Out, again, if you are ready to pay all fees. You can "Edit" your cart if you wish to pay any items at a later date:

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be selected by clicking on the link.

PAY NOW

201 SE 4 ST, ROCHESTER MN 55904

1 Application(s) | \$500.00

▶ Consumption and Display License
AG00227L

Total due: \$500.00

Total amount to be paid: \$500.00

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

8. Enter your credit card information:

Payment Options

Amount to be charged: \$500.00

Pay with Credit Card

Credit Card Information:

* Card Type:

--Select-- ▼

* Card Number:

* Security Code:



* Name on Card:

* Exp. Date:

01 ▼

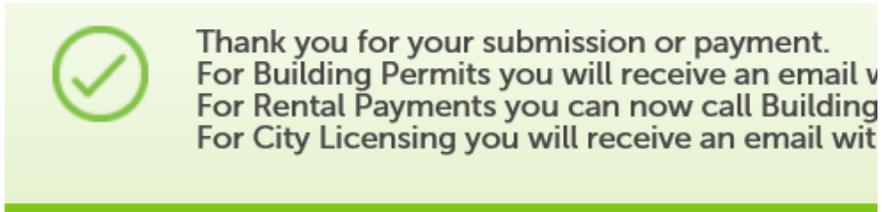
2020 ▼

Credit Card Holder Information:

9. Click Print/View Receipt to save your payment receipt:

Step 3: Receipt/Record issuance

Receipt



10. Call 507-328-2900 if you run into any problems.