

HOW TO PAY A PERMIT INVOICE ON LINE USING A CREDIT CARD

Login to or create an account at: <https://aca3.accela.com/lara>

Once you're logged in type your permit number into the search bar shown and enter. You must enter the complete number including the letters.

The screenshot shows the LARA website home page. At the top right, there are links for "Announcements", "Accessibility Support", "Register for an Account", and "Login". A red arrow points to the search bar containing the text "ELEC17-01207". Below the search bar is a navigation menu with "Home", "BCC Licenses", "BCC Permits", "Plan Review", "Fire Services", and "Complaints". A "Notice" box states: "This feature requires registration and/or login, please login to continue." On the left, there is a "Please Login" section with instructions for existing users and a "New Users" section with instructions for new users. On the right, there is a "Login" form with fields for "User Name or E-mail:" and "Password:", and a "Login »" button. A red arrow points to the "Login" button.

Record Status should be invoice. Choose add to cart then Click on the cart symbol.

The screenshot shows the LARA website record status page for "Record ELEC17-01207: Electrical Permit". The record status is "Invoice" and the expiration date is "03/22/2017". There are two buttons: "Add to cart" and "Add to collection". A red arrow points to the "Add to cart" button. Below the record information, there is a "Work Location" section with the address: "707 E 3RD ST, Elk Rapids Township, Elk Rapids Antrim MI 49629, 707 E 3rd St". At the top right, there are links for "Announcements", "Logged in as: Laurie Bass", "Collections (0)", "Cart (1)", "Account Management", and "Logout". A red arrow points to the "Cart (1)" link. A search bar at the top contains the text "elec17-01207". A red arrow points to the search bar.

Choose checkout and you will be redirected to the credit card payment screens.



Total amount to be paid: \$30.00
Note: Application fees are non-refundable.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)
