

ONLINE PAYMENT INSTRUCTIONS

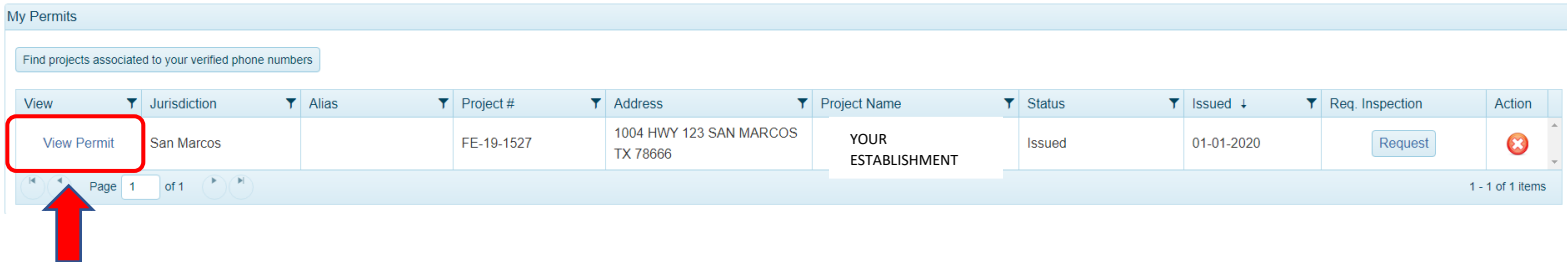
1. Go to mygovernmentonline.org. Login to your account. Ensure you have verified your phone number. If you do not know if your number has been verified, follow the instructions for [phone verification](#).



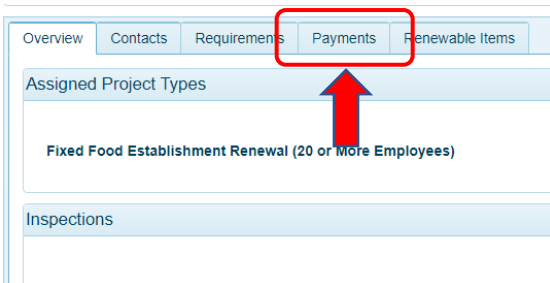
2. Go to "My Account"



3. Scroll down to "My Permits". Click "View Permit" on the project you want to process payment for. If there are no projects listed, follow the instructions for [adding a project](#) to your account.



4. Click on the tab that says "Payments"



5. You can now select your payment type and click "Pay Online". If the fee that is listed no longer matches the current number of employees, please contact the environmental health division at healthinfo@sanmarcostx.gov or 512-393-8444

6. Once you have paid for your permit, it will be released to the customer portal. To print your permit, follow the [instructions on printing permits](#).