Driveway Permits Electronic Payments Guide - Applicants

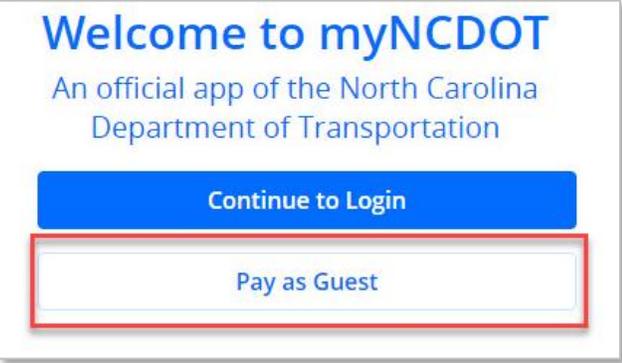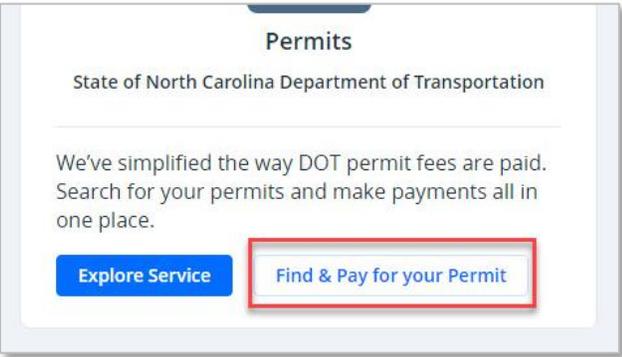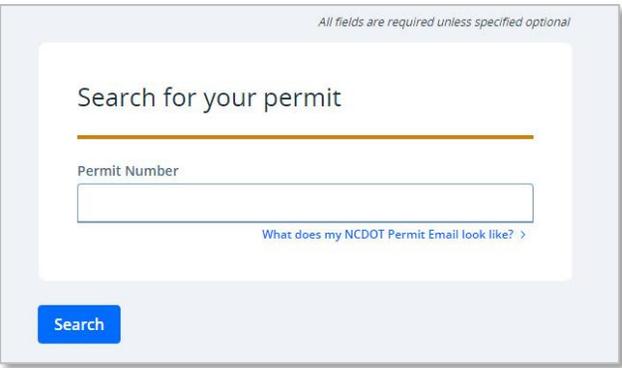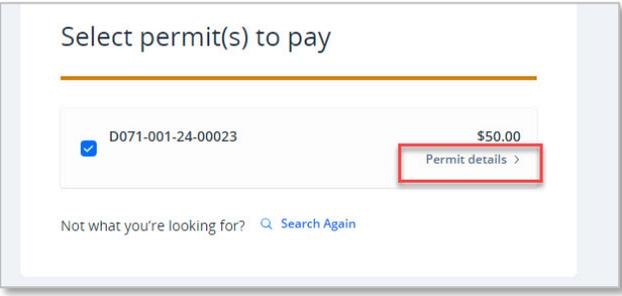This guide is for permit submitters and/or applicants who need instructions on paying for a driveway permit application online using myNCDOT electronic payment system. This payment option is available after the application has been reviewed by the DOT Reviewer and they have changed the status to Payment Pending.

Step	Instructions	Image

1	Payment Pending email has been received by the submitter and/or applicant.
	
	• Open the **Payment Pending email**. The email will contain the details needed to make the payment online.
	   o Permit Number
	   o Fee Amount
	   o Link to myNCDOT
	   o DOT Reviewer name and email address
	
	• Click **here** to open the **myNCDOT** payment site.	

2	On the myNCDOT login page, you can **continue as a guest** or **create an account**. • To continue as a guest skip to **Step 2a**. **Note:** Submitters/Applicants can set up an account to store their payment method and view their past permit payments. • To create an account, click **Continue to Login**. • Then click **Create an account**. Follow the prompts as instructed to create the account. Then skip to **Step 3**.	
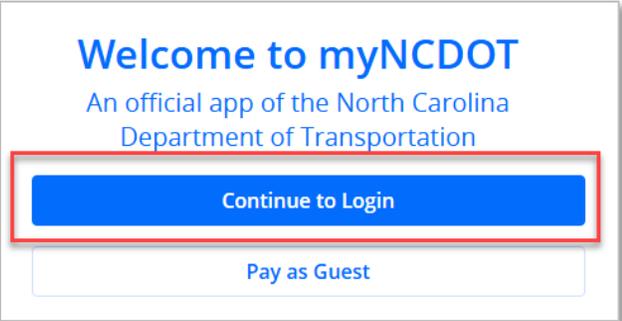
2a	To continue as a guest, click **Pay as Guest**.	**Welcome to myNCDOT** An official app of the North Carolina Department of Transportation **Continue to Login** **Pay as Guest**
3	In the Available Services page, click **Find & Pay for your Permit**.	**Permits** State of North Carolina Department of Transportation We've simplified the way DOT permit fees are paid. Search for your permits and make payments all in one place. **Explore Service** **Find & Pay for your Permit**
4	In the North Carolina DOT Permits page search for a permit. • Type or paste the number into the **Permit Number** field. • Then click **Search**.	*All fields are required unless specified optional* **Search for your permit** Permit Number What does my NCDOT Permit Email look like? > **Search**
5	Confirm this is the correct permit by reviewing the permit details. • Click **Permit details** to expand the details pane.	**Select permit(s) to pay** ☑ D071-001-24-00023 $50.00 Permit details > Not what you're looking for? 🔍 Search Again

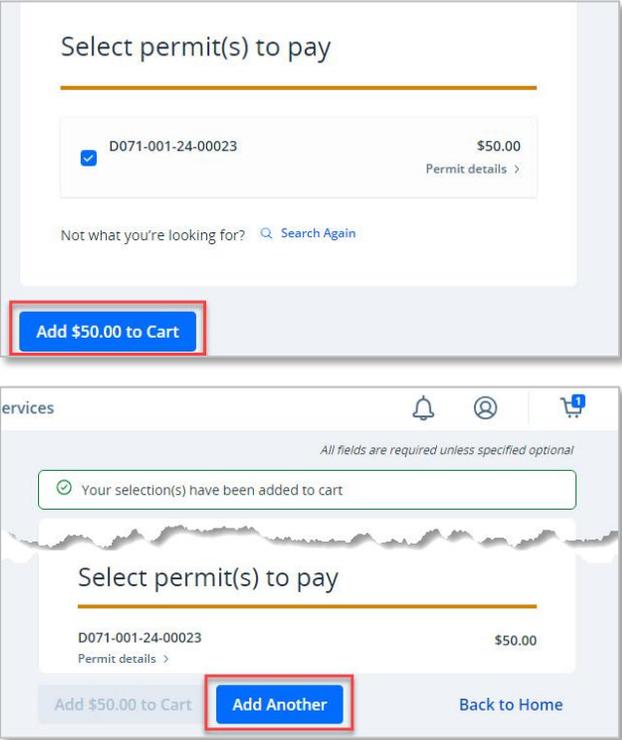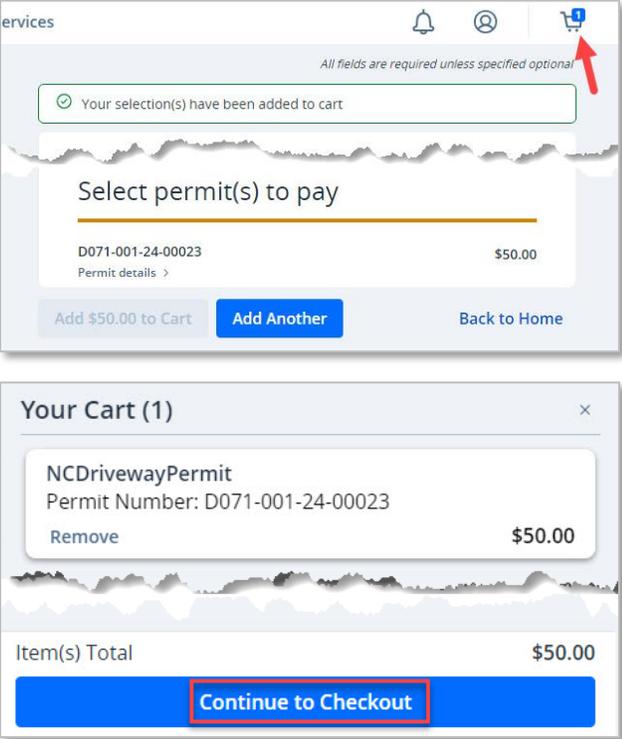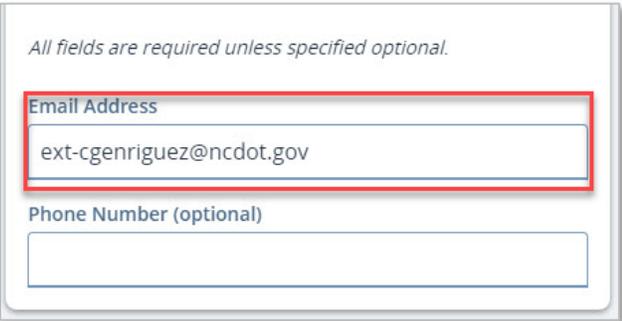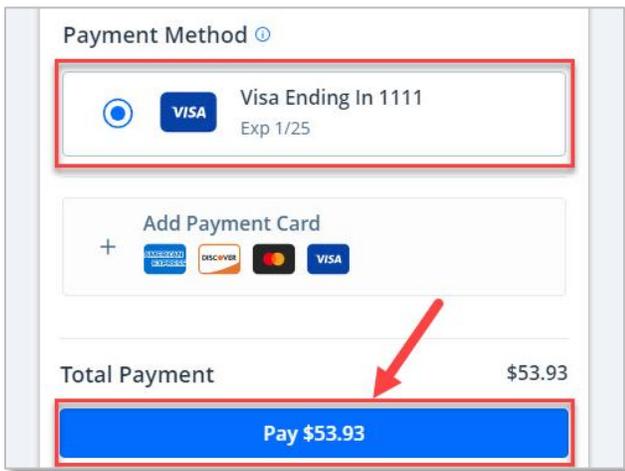|		
6	Compare the permit details to the permit application and the Payment Pending email. • Click the **X** to close the pane.	
7	To pay the permit fee for this application add it to the cart. • Click **Add to Cart** to add the permit. • If you are paying for multiple permits, select **Add another** to search for the other permit(s) and add those to the cart.	

| 8 | Make the payment:
• Click the **cart icon** at the top right corner of the page.

• Verify that you see the correct permits in Your Cart.
• Click **Continue to Checkout**. | ervices
All fields are required unless specified optional
⊘ Your selection(s) have been added to cart

Select permit(s) to pay
D071-001-24-00023 $50.00
Permit details >
Add $50.00 to Cart   **Add Another**   Back to Home

Your Cart (1)   ✕
NCDrivewayPermit
Permit Number: D071-001-24-00023
Remove $50.00

Item(s) Total $50.00
Continue to Checkout |
| 9 | Add your contact information to receive a confirmation email of the payment.
• Enter your **email address**.
• Enter your **phone number** (optional) | All fields are required unless specified optional.
Email Address
ext-cgenriguez@ncdot.gov

Phone Number (optional) |

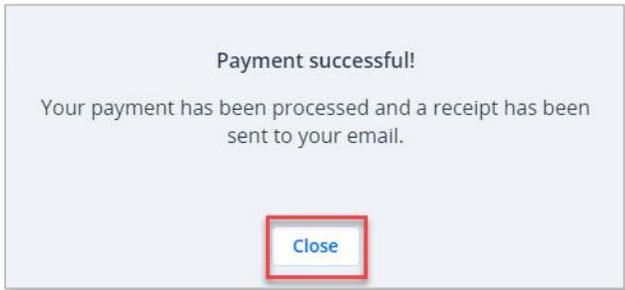|		

10	Add a payment method.
	 • Click the **+ icon** in Add Payment Card
	
	 In Add Payment Card enter the credit/debit card details:
	   o Card#
	   o Month
	   o Year
	   o Security Code	
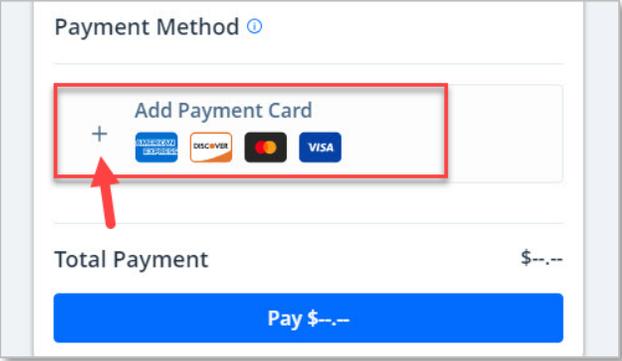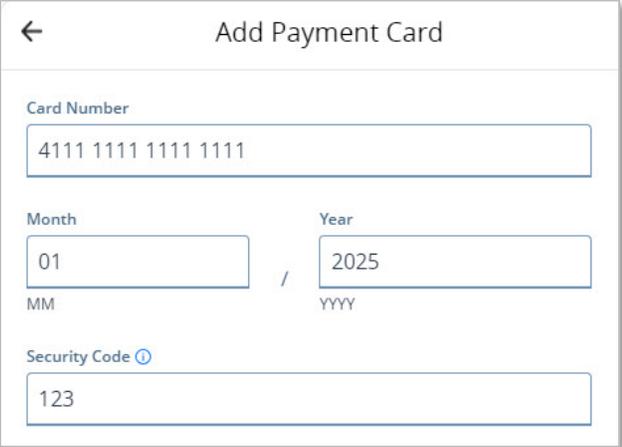
11	Add the card's billing address. • Begin typing the address in the **Street Address** field, then select an address from the drop-down menu. • Click the **authorization checkbox** to authorize PayIt to debit the account entered. • Click **Add Card**.	
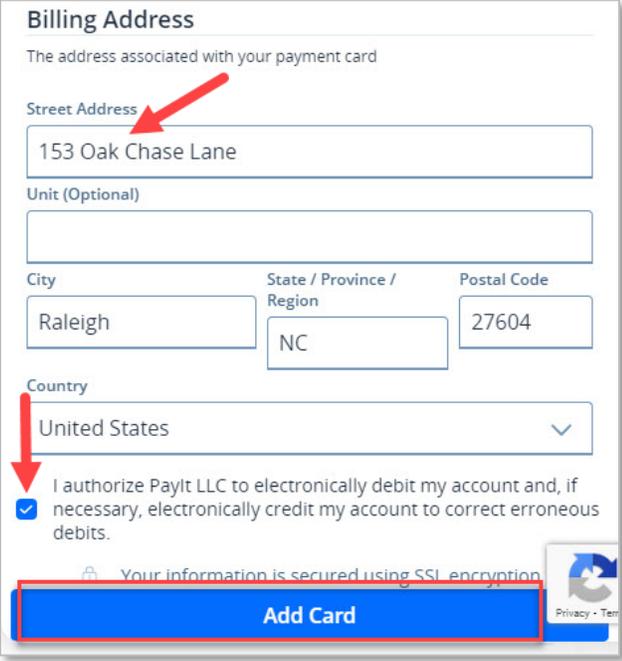
12	Pay the fees in your cart. • In the **Payment Method** section, verify that the card was added. • Click **Pay** amount to process the payment. A confirmation window will display when the payment is received successfully. • Click **Close** to return to the Permits Search page.	
13	A **payment receipt email** will be sent from myNCDOT. • Open your email and locate an email, titled **Thanks for your payment**. • The receipt will contain the following details: permit number, fee paid for each permit, processing fees, and payment total. **NOTE:** The DOT Reviewer assigned to your permit application will automatically be notified when payment has been received. The permit status will change to Payment Received. **IMPORTANT:** If you need to transfer a payment to another permit application, contact the DOT Reviewer for assistance. The transfer can be done on the Permits site. Transfers will not reflect on your payment history in myNCDOT.	