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
	Payment Pending email has been received by the submitter and/or applicant.	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
1	 Open the Payment Pending email. The email will contain the details needed to make the payment online. Permit Number Fee Amount Link to myNCDOT DOT Reviewer name and email address Click here to open the myNCDOT payment site. 	Driveway Permit Request D071-001-23-00008 has been reviewed by the NCDOT. A construction inspection fee payment of \$50 is due. Fees may apply. Click here to pay electronically using our NCDOT DMV PayIT payment services. If you have any questions or need further assistance, please contact Cynthia G Enriquez, the DOT Reviewer assigned to this permit, at <u>est-ogeniquez@ncdol.gov</u> . Sincerely, NCDOT Permits Portal
2	 On the myNCDOT login page, you can continue as a guest or create an account. To continue as a guest skip to <u>Step 2a</u>. 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 <u>Step 3</u>. 	Welcome to myNCDOT An official app of the North Carolina Department of Transportation Continue to Login Pay as Guest

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

	Compare the permit details to the permit application and the	Permit details ×
	Payment Pending email.	Permit Number D071-001-24-00023
	Click the X to close the	County Alamance
	pane.	Property Owner Curry Hayes Homes
6		Search Property Will Be Used For Residential/Subdivision
		Total Access Points 01
		Permit Number D071-001-24- Property Location Subdivision Proposed south of Apple Street, this permit is for the connection of St. Johns Street (31'b- b City of Burlington) to Apple Street (NCDOT SR 1700)
		Amount Due \$50.00
7	 To pay the permit fee for this application add it to the cart. Click Add to Cart to add the permit. 	Select permit(s) to pay D071-001-24-00023 Permit details > Not what you're looking for? Q Search Again Add \$50.00 to Cart
		ervices 🛕 🛞 掉
	• If you are paying for multiple permits, select Add another to search for the other permit(s) and add those to the cart.	Your selection(s) have been added to cart
		Select permit(s) to pay D071-001-24-00023 Permit details > Add \$50.00 to Cart Add Another Back to Home

	 Make the payment: Click the cart icon at the top right corner of the page. 	ervices All fields are required unless specified optional Vour selection(s) have been added to cart Select permit(s) to pay D071-001-24-00023 Permit details > Add Another Back to Home
8	 Verify that you see the correct permits in Your Cart. Click Continue to Checkout. 	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: • Card# • Month • Year • Security Code	Payment Method Add Payment Card + Total Payment Pay \$
		 ← Add Payment Card Card Number 4111 1111 1111 Month Year 01 / 2025 MM / 2025 YYYY Security Code () 123
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 Paylt to debit the account entered. Click Add Card. 	Billing Address The address associated with your payment card Street Address 153 Oak Chase Lane Unit (Optional) City State / Province / Postal Code Raleigh NC Country United States Jauthorize Paylt LLC to electronically debit my account and, if necessary, electronically credit my account to correct erroneous debits. Vour information is secured using SSI encryption 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. 	Payment Method O Visa Ending In 1111 Exp 1/25 Add Payment Card + Image: Constraint of the second
	 A confirmation window will display when the payment is received successfully. Click Close to return to the Permits Search page. 	Payment successful! Your payment has been processed and a receipt has been sent to your email.
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. 	Four Receipt Tranks for your payment with myNCDOT. Payment Summary Permit Number: D031-071-24-12345 S200.00 Mastercard ending in 5454 Paid on November 25, 2024 11:57 All Continuation Number D0ds5217-761a-4309-9doc-380c89235tb8 Subtotal \$200.00 Transacton Fee \$3.00 Card Processing Fee \$3.70 Card Processing Fee \$3.70 Card Processing Fee \$3.70 Card Processing Fee \$202.00 Card Processing Fee \$3.70 Card Processing Fee \$2.700 Card Processing