



Completing the Fee Payment Task sends the City of Phoenix an email indicating the project is ready to be scheduled for plan review. If this task is not completed the City is un-aware of your payment and the need for your project to be scheduled for plan review.

Completing the Fee Payment Task

1. Log in to the ProjectDox system and find your project by clicking on the “Task (PD)” button on the left side of the screen.
2. Click on the “FeePayment” link underneath the Task column.




The screenshot shows the ProjectDox interface. At the top, there are navigation buttons: Home, All Tasks, Create Project, All Reports, Profile, and Logout. Below this, there are two tabs: 'Tasks (PD)' and 'Projects'. The 'Tasks (PD)' tab is selected. A table is displayed with the following columns: Project Name, Task, Attached To, Status, Priority, Due date, Created On, Updated On, and Updated By. The 'Task' column contains a link labeled 'FeePayment', which is highlighted with a red box. The row data is as follows:

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
T81936-LPRN	FeePayment	APPLICANT	Pending			10/3/2018 12:16:51 PM	10/3/2018 12:16:51 PM	

3. A popup box will appear. Click “OK” to launch the EForm.

The screenshot shows a dialog box titled 'Message from webpage'. It contains a question mark icon and the text 'Do you want to accept this task?'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

4. After the EForm loads, scroll down to the bottom of the page. Click the “Complete Task” button if all outstanding fees have been paid.



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Application Information (Building)	Workflow Information	Plan Review Resources	Routing Slip	Invite
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Application Name:	Applicant - ComMulti-Std - 10022018141407	Emergency Lighting:	N
Plan Review #:	T81936	Est. Value, New Construction:	
Permit Name:	NEW BUILDING	Hillside:	
Permit Type:	LPRN	Building Use Code:	I-A-2
Project Address:	1 N STANDARD PLAN DR	Sprinkler:	
Alarm:	N	Suite #:	
Square Footage:	200	Total Valuation:	122
Bldg/Unit #:		Parcel #:	STANDARD PLAN
Construction Type:	I:IB	PID:	2537246

Description of Work:

Please pay all required fees.

KIVA PERMIT #

Online Payment Site [Click Here..](#)

COMMENTS LOG

CATEGORY:

COMMENTS:

[ADD COMMENT](#)

KEYWORD FILTER:

[FILTER](#) | [CLEAR](#)

[Complete Task](#)

You have completed the FeePayment task. You may now return to the home screen by clicking the “Home” button or log off the system by clicking the “Logout” button.

The ProjectDox system will continue to communicate with you using your ProjectDox user ID email address. Emails will be sent whenever you are responsible for completing a task.

Contact EPR staff at 602-534-5933 or epr.support@phoenix.gov if you have any questions.