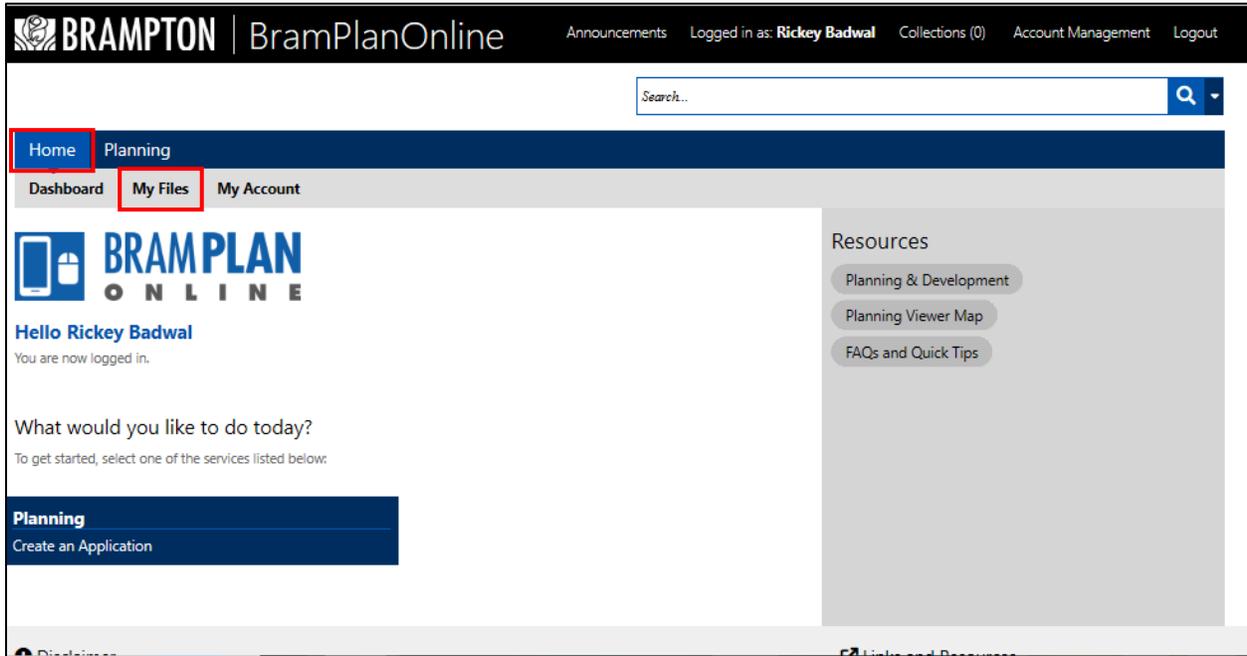
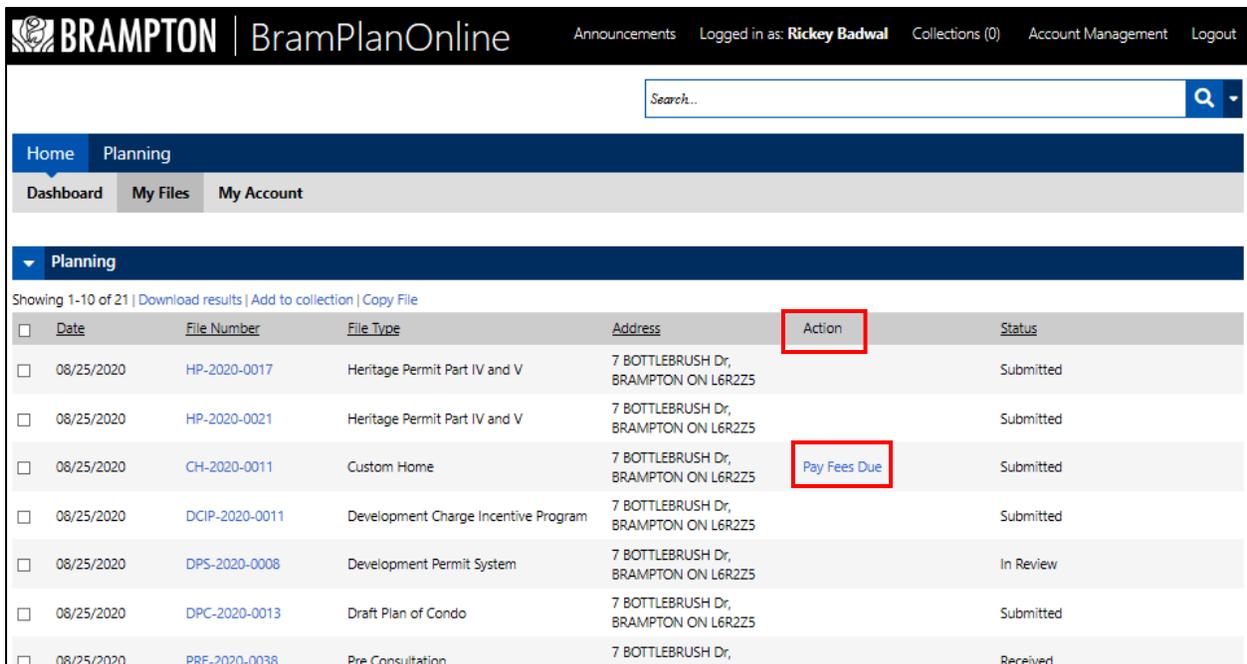


How to Pay Fees on an Application

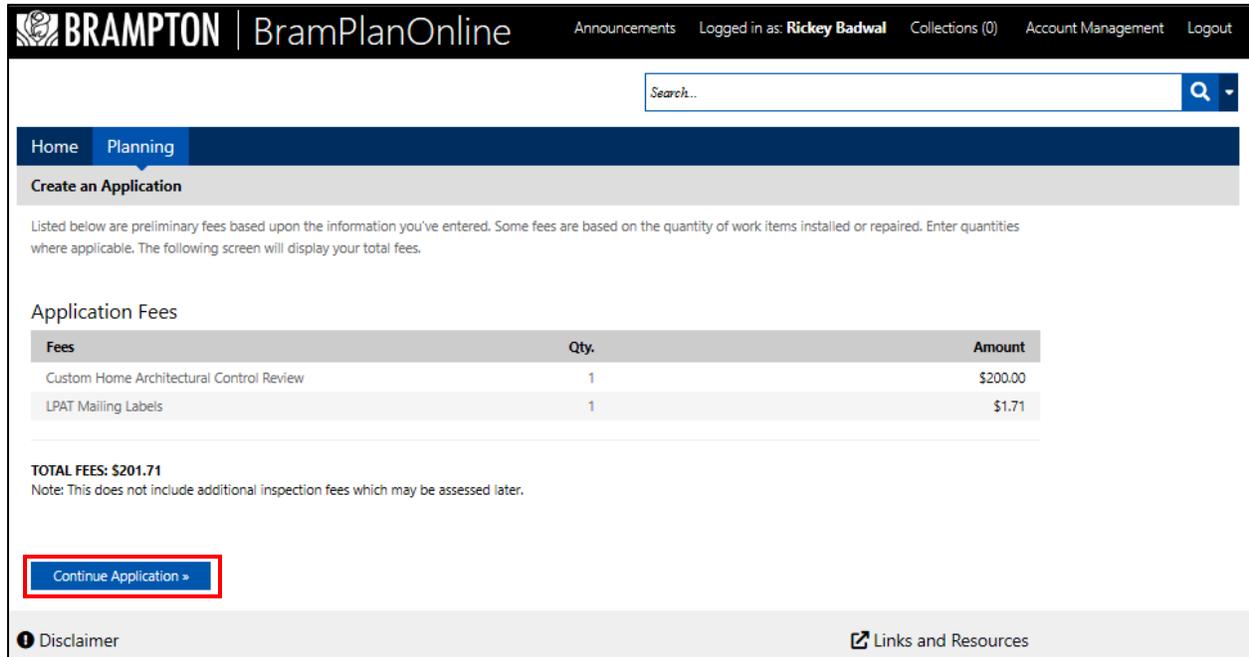
Step 1) Log in to BramPlan Online, select the 'Home' button, then select 'My Files'



Step 2) Under in 'Action' column of your created files, you are able to see which files have outstanding balances as the action will state 'Pay Fees Due'. If the action associated with a file says 'Pay Fees Due', click the action to proceed with the payment.



Step 3) You will now be able to see information about the application fees you have been charged with, as well as your total outstanding balance. To proceed with the payment, click 'Continue Application'.



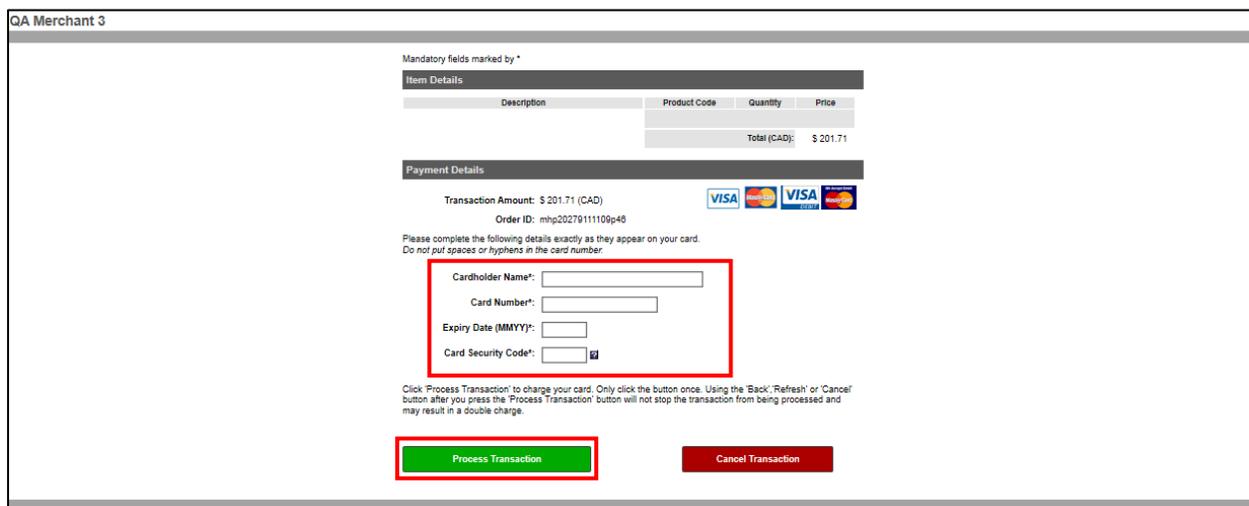
The screenshot shows the 'BramPlanOnline' interface. At the top, there is a navigation bar with 'Home' and 'Planning' tabs. Below this is a search bar and a 'Create an Application' section. The main content area displays 'Application Fees' with a table listing two items: 'Custom Home Architectural Control Review' for \$200.00 and 'LPAT Mailing Labels' for \$1.71. The total fees are \$201.71. A 'Continue Application >' button is highlighted with a red box. At the bottom, there are links for 'Disclaimer' and 'Links and Resources'.

Fees	Qty.	Amount
Custom Home Architectural Control Review	1	\$200.00
LPAT Mailing Labels	1	\$1.71

TOTAL FEES: \$201.71
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application >](#)

Step 4) At this point you will be redirected to the third-party payment page shown below. Enter accurate payment details such as cardholder name, card number, expiry date, and card security code. After doing so, click 'Process Transaction' to go through with the payment.



The screenshot shows a payment page for 'QA Merchant 3'. It includes a 'Mandatory fields marked by *' section. The 'Item Details' table shows a total of \$201.71. The 'Payment Details' section shows the transaction amount and order ID. Below this, there are input fields for 'Cardholder Name*', 'Card Number*', 'Expiry Date (MMYY)*', and 'Card Security Code*'. A red box highlights these fields. At the bottom, there are two buttons: 'Process Transaction' (highlighted with a red box) and 'Cancel Transaction'.

Transaction Amount: \$ 201.71 (CAD)
Order ID: mh20270111100p40

Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.

Cardholder Name*:
Card Number*:
Expiry Date (MMYY)*:
Card Security Code*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

[Process Transaction](#) [Cancel Transaction](#)

Step 5) You will be directed back to the BramPlan Online website. If your payment has been processed successfully, you will see a message verifying that the fee has been paid. You will also be able to print/view your receipt and retain a copy of your record.

If your payment has not been processed, you will see an error message informing you that the payment has not gone through and you will not be able to print/view a receipt associated to that file/record.

[Home](#) [Planning](#)

[Create an Application](#)

Record Issuance

 You have paid a fee associated to this Record.
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.

Your Record Number is CH-2020-0011.

You will need this number to check the status of your application.

[Print/View Receipt](#) [Print/View Summary](#) [Copy Record](#)

You will be notified when your application has been approved or when additional information is needed.

You may need to pay additional fees prior to completion of application review.

[View Record Details »](#)