Payment Instructions

**PAY FEES DUE**

1. Go to the Virtual Permit Center at [https://aca.accela.com/CONCORD](https://aca.accela.com/CONCORD)

2. Login

![Login Screen](Image)

3. Select "My Records"

![My Records Screen](Image)

4. Select “Pay Fees Due”

![Pay Fees Due Screen](Image)
5. This screen summarizes the fees due. Review and select “Continue Application”.

<table>
<thead>
<tr>
<th>Step 5: Pay Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listed below are preliminary fees based upon the information you’ve entered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Fees</th>
<th>Qty</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee (BL)</td>
<td>1</td>
<td>$3.50</td>
</tr>
<tr>
<td>Processing Fee per Hour (BL)</td>
<td>0.5</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

TOTAL FEES: $53.50  
Note: This does not include additional inspection fees which may be assessed later.

The next screen will show confirmation that payment was made.

6. Enter all the required fields for the credit card information and select “Submit Payment”.

The next screen will show confirmation that payment was made.

Thank you for using our online services.  
Your Record Number is BR20053.