



Paying Fees/Invoices

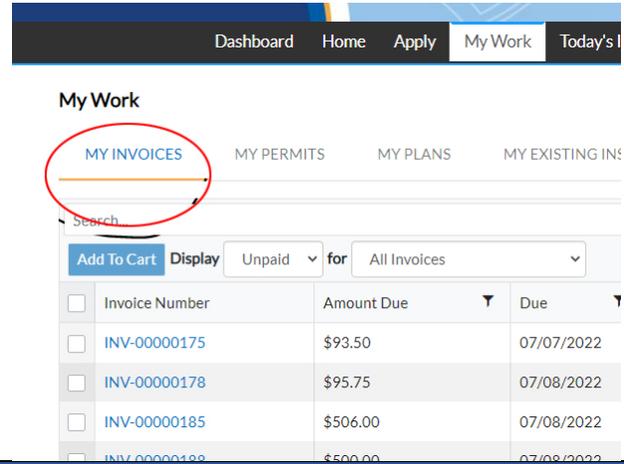
In order to view or pay fees, you must have been invoiced through the CSS portal. Go to www.sugarlandtx.gov/CSS and follow the login procedure.

STEP 1

Click the “My Work” link on the navigation bar and then the “My invoices” link. This will open a list of all your available invoices.



My Permits



STEP 2

You can click on an invoice, which will take you to an invoice page. Here you can select “Pay Now” and that will take you to the payment screen to complete the payment for the invoice.

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Invoice Number: INV-00000175

[Pay Now](#)

Invoice Total: \$93.50

Status: Due

Invoice Date: 06/07/2022

Due Date: 07/07/2022

Description: RL-000122-2022

[Primary Fees](#)

[Misc Fees](#)

[Payments](#)

[Attachments](#)

[Contacts](#)

Primary Fees

Sort [Fee Na](#)

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Rental License Application Fee	\$93.50	\$93.50	RL-000122-2022	Business License	

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CITIZEN SELF SERVICE

You can select multiple invoices then “Add to Cart”, which will take you to the page below, where you can “Check Out” and be taken to the payment screen to complete the payment for your invoices.

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Shopping Cart

Total \$52,732.00

[Check Out](#)

Invoice: INV-00000175		Description: RL-000122-2022		
Due Date: 07/07/2022				\$93.50
Case Number	Project	Case Address	Amount Due	
RL-000122-2022		1123 ASHDALE DR SUGAR LAND TX 77498	\$93.50	Remove
				Top Main Menu

Invoice: INV-00000185		Description: Food-000088-2022		
Due Date: 07/08/2022				\$506.00
Case Number	Project	Case Address	Amount Due	
Food-000088-2022		111 GILLINGHAM LN SUGAR LAND TX 77478	\$506.00	Remove
				Top Main Menu

Invoice: INV-00000178		Description: FIRE-000089-2022		
Due Date: 07/08/2022				\$95.75
Case Number	Project	Case Address	Amount Due	
FIRE-000089-2022		10405 CORPORATE DR SUGAR LAND TX 77478	\$95.75	Remove
				Top Main Menu

Invoice: INV-00000188		Description: Liquor-000126-2022		
Due Date: 07/08/2022				\$500.00
Case Number	Project	Case Address	Amount Due	
Liquor-000126-2022		16740 CREEK BEND DR SUGAR LAND TX 77478	\$500.00	Remove

DONE

Follow the prompts to setup a payment method and complete payment.

