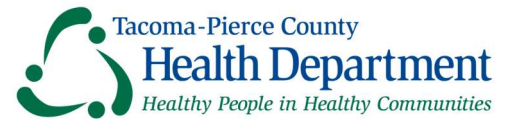


# Pay an Invoice Online in Accela

## How to Guidance



### How do I pay an invoice online?

#### Who can pay for an invoice?

- Anyone can pay an invoice online.
- You don't need to create an account to pay an invoice.
- You will need to search for the record.
- You can pay with Visa, MasterCard, or Discover.
- We don't accept American Express.

#### Steps to pay an invoice online.

1. Go to: <https://aca-prod.accela.com/TPCHD/Default.aspx>
2. From the HOME page, click on **Search Applications**.

3. You can search for records by many criteria. Choose one:

- Project/Facility Name
- Application/record number:
  - AR # i.e. AR0000222,
  - SR# i.e. SR0000222,
  - New Record ID i.e. OSS2025-00002
- Application/site address
- Parcel number.

Click **Search**.

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## How to Guidance

4. Click Pay Fees Due on the record you'd like to pay.
  - OSS2025-xxxxxx (blue) is an active application.

| <input type="checkbox"/> | Date       | Project Name                      | Record Number              | Short Notes                                      | Address                               | Action              | Status                |
|--------------------------|------------|-----------------------------------|----------------------------|--------------------------------------------------|---------------------------------------|---------------------|-----------------------|
| <input type="checkbox"/> | 02/20/2026 | Vale Matcha and Coffee            | TV2026-00203               | 4000 - Temp Limited Risk 1-21 Consecutive Days   | 2727 E D ST Tacoma WA 98421           |                     | Consultation Complete |
| <input type="checkbox"/> | 02/20/2026 | Pierce County Central Maintenance | PR0033129-BILLING-022026-1 | 0445 - Piles: Street Waste Handling Facility     | 4812 196th ST E Spanaway WA 98387     | <b>Pay Fees Due</b> | Open                  |
| <input type="checkbox"/> | 02/20/2026 |                                   | RSS2026-00382              | 0517 - Report of System Status (For Real Estate) | 13301 55TH AVE NW Gig Harbor WA 98332 |                     | Closed - Issued       |

5. This will show outstanding fees on the record. Click **Continue Application**.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

#### Application Fees

| Fees                       | Qty. | Amount   |
|----------------------------|------|----------|
| Reciprocity Processing Fee | 1    | \$230.00 |

**TOTAL FEES: \$230.00**

Note: This does not include additional inspection fees which may be assessed later.

**Continue Application »**

6. Confirm fees. Click **Continue Application**.
7. You will go to the secure payment processing website to enter your information and make payment.
  - a. We accept Visa, MasterCard, or Discover.
  - b. We don't accept American Express.
  - c. If your payment is declined, please contact your bank.

#### Order Summary

PO Number 7321

Total \$ 230.00

☒ Credit Card

☐ Bank Account (USA only)

Card Number \*

Exp. Date \*

Card Code

#### Billing Address

First Name

Last Name

Billing Country

USA

Zip

Street Address

City

State

Phone Number

Email

☐ Shipping Address different than Billing Address

# Pay an Invoice Online in Accela

## How to Guidance



- d. Below shows your payment has been processed.
- Select **Click to Complete** to complete your transaction.

TACOMA-PIERCE COUNTY  
HEALTH DEPARTMENT  
Tue Jul 29 2025 4:47:47 PM

[Click to Complete](#)

Thank you for your payment.  
**\$ 230.00**

[Hide Details](#)

|       |           |
|-------|-----------|
| Total | \$ 230.00 |
|-------|-----------|

|                                                               |                                                                         |
|---------------------------------------------------------------|-------------------------------------------------------------------------|
| <b>Shipping Information</b><br>100 main st san ramon ca 94583 | <b>Billing Information</b><br>100 main st san ramon ca 94583 5591112222 |
|---------------------------------------------------------------|-------------------------------------------------------------------------|

|                                                                                    |                 |
|------------------------------------------------------------------------------------|-----------------|
| Paid By Visa XXXX1111<br>Authorization Code: M3W51X<br>Transaction ID: 80042994480 | PO Number: 7341 |
|------------------------------------------------------------------------------------|-----------------|

8. You will get a confirmation of payment and submission if you are entering a new application. You will receive an email receipt.

|                      |                       |                           |
|----------------------|-----------------------|---------------------------|
| 1 Select item to pay | 2 Payment information | 3 Receipt/Record issuance |
|----------------------|-----------------------|---------------------------|

### Step 3: Receipt/Record issuance

#### Receipt



Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

**15502 62ND AVE E South Hill 98375**

OSS2025-  
00007

[Copy Record](#)