

## ONLINE PAYMENTS

1. Go to [www.markham.ca/eplanlogin](http://www.markham.ca/eplanlogin) to login to your ePLAN account.
2. Go to the My Development Applications page.
3. Find the application you want to make a payment for.
4. Click the **Details** button next to the application / permit you want to view comments for.

Track My Development Application

Under Review TEC

File Number	Address	Type / Sub / Work	In Date	Status ↓	Action
2023 000156 000 00 TEC	101 Town Centre Blvd. Markham	Technical Drawing Review Application Subdivision Not Applicable	2023-02-27	Under Review	<b>Details</b>

5. Scroll down the page to find the *Fees* section.
6. Review the fee type and amounts. Once complete, click the **Pay** button.

Fees

Bill Number	Bill Amount	Paid Amount	Detail
452107	\$350.00	\$0.00	<b>Detail</b>
452108	\$45.50	\$0.00	<b>Detail</b>

Fee(s) selected for payment

452107	\$350.00
452108	\$45.50
<b>Total \$395.50</b>	

**Pay**

7. Click the **Add to Cart** button to add the fees to the shopping cart.

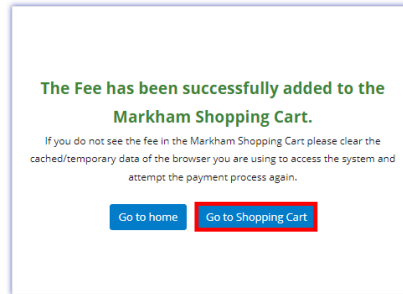
Order Summary

Details

Summary and Description	Cost
23 000638 000 00 RGS (Residential (Infill) Grading & Servicing App)	\$395.50
Subtotal	\$395.50
Total	\$395.50

**Add to Cart**

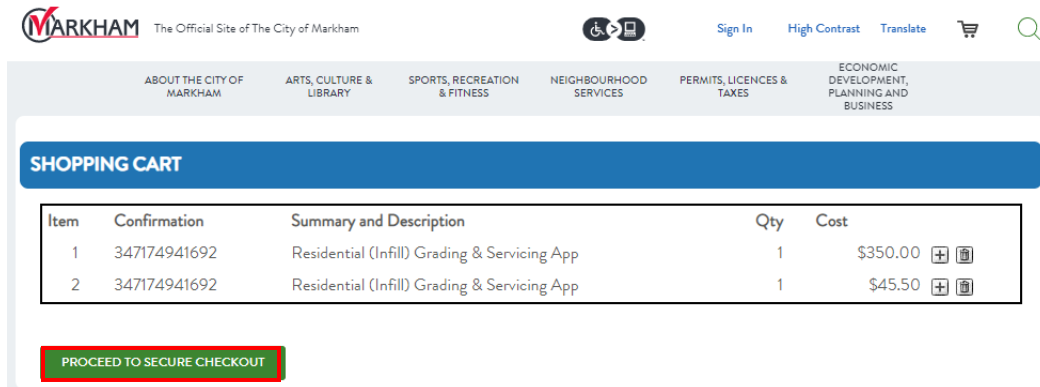
8. You will see a confirmation message saying the fees have been sent to the shopping cart. Click **Go to Shopping Cart**.



9. The shopping cart will launch in a new tab of your internet browser.

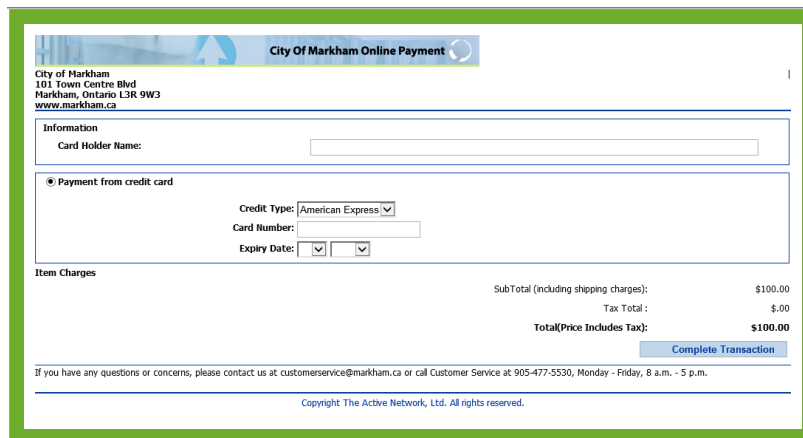
NOTE: The City of Markham has a payment policy limiting you to making online payments of \$60,000 in a given transaction. In the shopping cart, you will have an opportunity to remove any fees that put total of your invoice over \$60,000. You may then repeat the payment process to pay the balance amount through a separate payment transaction.

Click the **Proceed to Secure Checkout** button.



10. You will now be able to enter your credit card info.

11. Click on the **Proceed to Secure Checkout** button.



12. Input your credit card information and select **Complete Transaction** to complete your payment.

13. Once payment has been accepted, a Print button will appear on screen. PLEASE PRINT a copy of you receipt for you records. We recommend that you may choose to print a PDF version of the receipt so that you may reproduce the as many hard copies as you wish.

14. Once payment is complete, you can return to the original browser tab you had open and to go back to the ePLAN Portal Home Page.

