



Township of  
**Leeds** and the  
Thousand Islands

## How to Guide for Submitting an Online Payment for a Administration Fee

### Paying the Required Administration Fee

Once you have submitted your application, you will receive a follow-up email from staff advising you of the administration fee that is required to be paid. This fee can be paid at the office by cash, cheque or debit. It can also be paid online. Please note that online payments are subject to a convenience fee which is paid directly to Paymentus, our online payment service. The convenience fee is non-refundable for any payment received by the Township.

To pay online follow these steps:

To make a customer one-time payment, please use the following link:

<https://ipn.paymentus.com/rotp/TLTI>

**Payment Type:** Please choose Building.

**Application Number:** Please enter your application number as provided by Staff. This number can also be found on your CityWide Dashboard.

**Email and Re-Enter email:** Please enter the email address where you would like your receipt to be sent to.

Click Continue.

**Contact Information:** Enter your First and Last Name and your Phone Number.

**Amount to be Paid:** Enter the amount required to be paid. This will be provided to you by staff. If you are submitting the payment prior to receiving an email, please note that the administration fee is \$150 for permit values that are less than \$30,000. The administration fee is \$500 for the permit values that are equal to or greater than \$30,000.

**Payment Method:** Please choose debit card or credit card and enter the applicable information.

Click Continue.

## **Confirm Payment**

Please review the summary. It will include the Payment Amount and a convenience Fee.

Review the Payment Authorization Terms and Privacy Notice.

Click the box that states that I authorize and agree per Payment Authorization Terms.

Click Pay. The total amount to be paid will also appear on this button.