

DRC Pay Connexion

On June 30th we successfully moved to a new electronic payment system in the DRC known as **Pay Connexion**. The new epay component allows customers to make internet fee payments by credit card – using Visa, Mastercard or Discover cards, and by electronic check (ACH).

New to the payment site is how convenience fees will be accessed. Convenience fees will no longer be deducted from your platting fee amount. Applicants will be responsible for paying the convenience fee in addition to the platting fee. This means for an automated check payment, a \$1.00 convenience fee will be added to the total transaction amount. For credit card payments a tiered convenience fee percentage amount will be applied.

Friday morning, July 9th, with the opening of the plat submittal period for the July 22nd Planning Commission meeting applicants will be able to begin using the new epayment system.

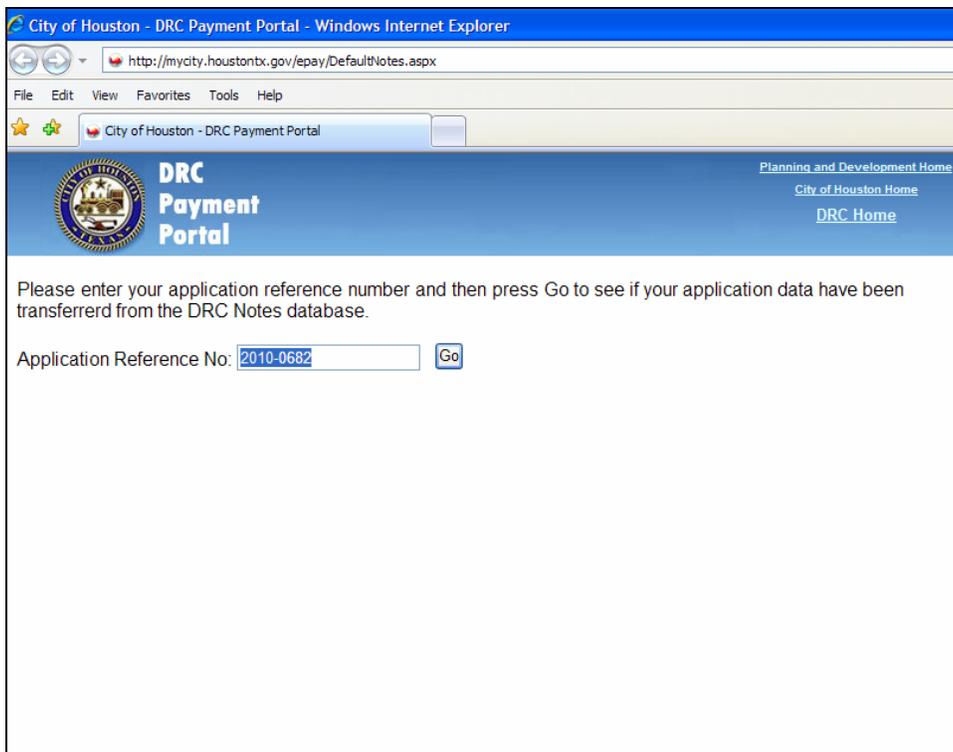
Following are instructions and screen shots of the payment process.

Should you have questions, contact Jennifer Ostlind at 713-837-7871.

How to Use Pay Connexion

After your plat is submitted through the DRC system and you have obtained your reference or application number (which will be in the format 2010-XXXX, where XXXX is a unique 4-digit number), wait approximately 15 minutes before proceeding to make an electronic payment. In order to transfer to the DRC Payment portal, click either the  payment icon or [Continue to Secure Payment Site](#) button.

You will be transferred to a page that asks you to enter the application reference number for the plat that you want to make payment on.



City of Houston - DRC Payment Portal - Windows Internet Explorer

http://mycity.houstontx.gov/epay/DefaultNotes.aspx

File Edit View Favorites Tools Help

City of Houston - DRC Payment Portal

 **DRC Payment Portal** [Planning and Development Home](#)
[City of Houston Home](#)
[DRC Home](#)

Please enter your application reference number and then press Go to see if your application data have been transferred from the DRC Notes database.

Application Reference No:

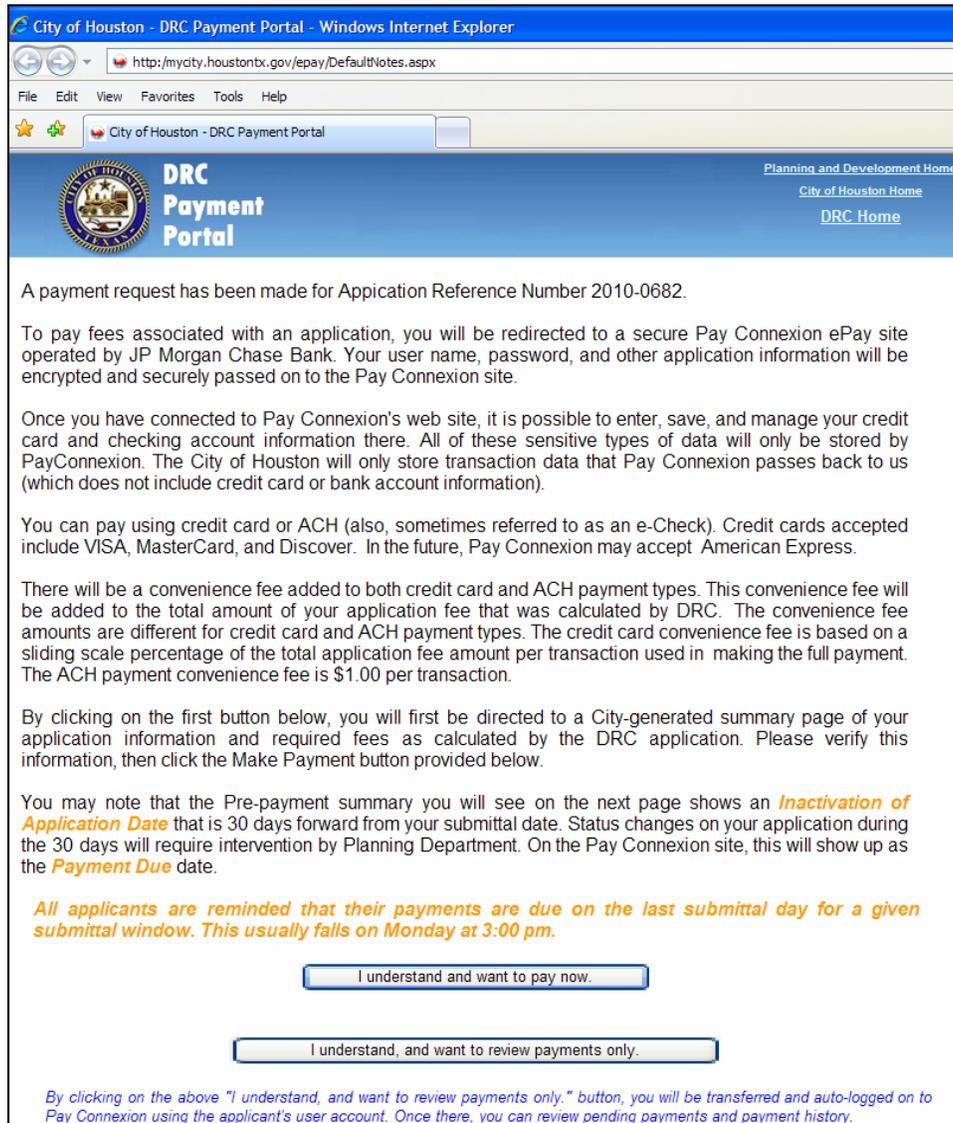
If you receive a message that no application data were found for your application, wait a few minutes and try again. (Unfortunately, this delay will continue to be a part of the process until we launch the new EDRC program later this year.)

If the application data have been successfully transferred, first-time payers using this new portal will be asked to register. This is necessary because the contact information for both your DRC users and company are not always clean or complete enough for the Pay Connexion site to accept.

You will be asked to create a user name and password for making payments through Pay Connexion. Also, you will be asked to provide complete address,

phone, and email contact information. You will be asked to select a shared secret question that you can use at future dates to retrieve forgotten user name and/or password information.

Registered users whose DRC application data have been successfully transferred from the DRC database will then see a page that looks like the following:

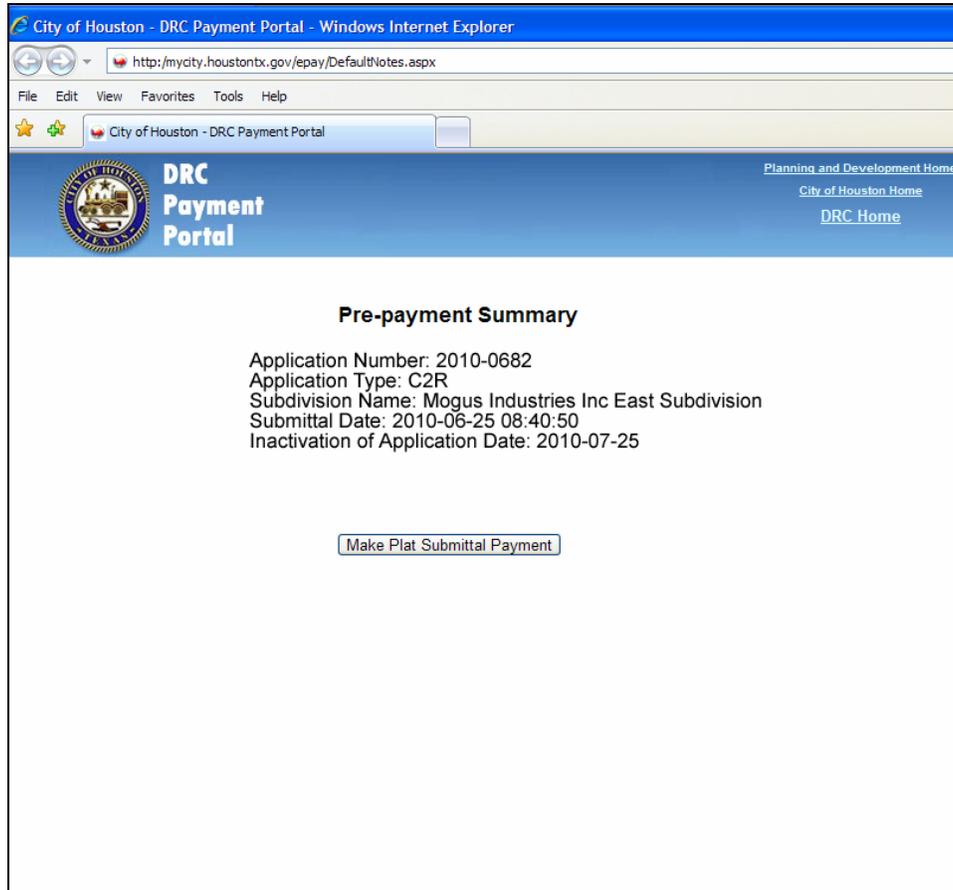


Users are encouraged to thoroughly read this page, as it explains details on what payment types are acceptable (ACH versus credit card), provides information on convenience fees and includes information about the acceptable payment periods.

After reading this page, the user may choose to make a payment by clicking on the **I understand and want to pay now** button. Alternatively, the user can select to

review payment data by clicking on the second **I understand, and want to review payments only** button.

If the user chooses to make a payment, they will be transferred to a page that provides a Pre-payment Summary for their application. Clicking on the **Make Plat Submittal Payment** button will initiate the transfer to the JPMorgan Chase Bank Pay Connexion site.



The Pay Connexion site presents itself similar to the view below:

The screenshot shows a web browser window with the City of Houston logo and navigation links. The main content area is titled "Make a Payment - Plat Submittal" and contains the following sections:

- PAYMENT INFORMATION**
 - Due Date: Jul-30-2010
 - Application Number: 2010-5001
 - Application Type: C3F
 - Submittal Date: 2010-06-17 14:30:00
 - Subdivision Name: Kramer Finito Subdivison Sec 1
- PAYMENT DETAILS**
 - Payment Amount: \$1,212.50
 - Payment Date: Jun 30 2010
- PAYMENT METHOD**
 - New Account:
 - eCheck
 - Credit/Debit Card (with VISA, MasterCard, and Discover logos)
 - Card Number: [input field]

At the bottom of the form, there is a disclaimer: "This payment may be assessed a convenience fee. The fee amount will display on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged." and two buttons: "Continue" and "Cancel".

Some application specific information will be transferred from the DRC database and will show up in the PAYMENT INFORMATION section or the PAYMENT DETAILS sections in this view.

The user can select a payment method (either eCheck or Credit/Debit Card). Upon clicking the **Continue** button, they will be asked to provide additional checking account or credit card information before making the payment. Users are urged to check the box that will send an email confirmation back to the registered user that is making the payment.

For electronic check or ACH payments, clicking the **Continue** button will transfer you to a page that looks like the following view:

The screenshot shows a web browser window with the City of Houston logo and navigation links. The main content area is titled "Make a Payment - Plat Submittal" and contains the following information:

Bold fields are required

PAYMENT INFORMATION

Payment Amount: **\$1,212.50** Due Date: **Jul-30-2010**
Payment Date: **Jun-30-2010**

Application Number: **2010-5001**
Application Type: **C3F**
Submittal Date: **2010-06-17 14:30:00**
Subdivision Name: **Kramer Finito Subdivison Sec 1**

ECHECK ACCOUNT INFORMATION

Routing Number:

Account Number:

Re-enter Account Number:

Account Type:
 Checking Savings

Account Category:
 Consumer Business

Save this account?:
 Yes No

Nickname:

This payment may be assessed a convenience fee. The fee amount will display on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged.

[Continue](#) [Cancel](#)

Release 8.7.2 © 2002 - 2010 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

The user will fill in their account's routing and account number (and can optionally save the account information for future payments). The user can then click the **Continue** button to review the payment information and to complete the payment transaction.

For credit card payments, a screen similar to the following view will be seen:

The screenshot shows a web browser window with the City of Houston logo and navigation links. The main content area is titled "Make a Payment - Plat Submittal" and contains the following sections:

- PAYMENT INFORMATION**
 - Due Date: Jul-30-2010
 - Application Number: 2010-5001
 - Application Type: C3F
 - Submittal Date: 2010-06-17 14:30:00
 - Subdivision Name: Kramer Finito Subdivison Sec 1
- PAYMENT DETAILS**
 - Payment Amount: \$1,212.50
 - Payment Date: Jun 30 2010
- PAYMENT METHOD**
 - New Account:
 - eCheck
 - Credit/Debit Card
 - Card Number: 4111111111111111

At the bottom of the form, there is a disclaimer: "This payment may be assessed a convenience fee. The fee amount will display on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged." and two buttons: "Continue" and "Cancel".

Release 8.7.2 © 2002 - 2010 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

After entering a valid credit card number, the user will be transferred to a screen that looks similar to the following view:

The screenshot shows a web browser window with the City of Houston logo and navigation links. The main content area is titled "Make a Payment - Plat Submittal" and contains two sections: "PAYMENT INFORMATION" and "CARD ACCOUNT INFORMATION".

Payment Information:

- Payment Amount: **\$1,212.50**
- Due Date: **Jul-30-2010**
- Payment Date: **Jun-30-2010**
- Application Number: **2010-5001**
- Application Type: **C3F**
- Submittal Date: **2010-06-17 14:30:00**
- Subdivision Name: **Kramer Finito Subdivison Sec 1**

Card Account Information:

- Card Number: **XXXXXXXXXXXX1111**
- Cardholder Name: [Text Field]
- Expiration Date: [Dropdown] / [Dropdown]
- Save this account?: Yes, No
- Nickname: [Text Field]
- Card Billing Address: Use Profile Address as Billing Address (611 Walker St, 6th Floor Annex, Houston, TX 77002, United States), Use New Billing Address Entered Below
- Country: [Dropdown: United States]
- Address 1: [Text Field]
- Address 2: [Text Field]
- City: [Text Field]
- State: [Dropdown: Select State]
- Zip Code: [Text Field] - [Text Field]

A disclaimer at the bottom states: "This payment may be assessed a convenience fee. The fee amount will display on the payment verification screen. You will have the opportunity to cancel this payment before the fee is charged." Buttons for "Continue" and "Cancel" are located at the bottom right.

After entering all the information requested on this screen, the user will be transferred to a third page, where they will be asked to review their payment information, confirm that the information is accurate, and to enter their credit card's 3-digit security code.

Whether making payments by eCheck/ACH or credit card, the applicant is encouraged to check the box to send a verification email to the registered user. This will serve as the applicant's receipt for payment.

Should you have questions, contact Jennifer Ostlind at 713-837-7871.

Pay ConnexionSM Service Terms | JPMORGAN CHASE BANK, N.A.

Amended Exhibit B | FEE SCHEDULE

Convenience Fees (Paid to JPMorgan Chase)

JPMorgan Chase must meet the requirements of all Card Association rules. JPMorgan Chase will work with Public Sector Entity to develop a convenience fee in accordance with Card Association rules.

Payor's Payments

- Credit and Debit Card Internet Convenience Fee Payments – Tiered based on Payment Amount

Principal Payment Range	Convenience Fee
\$0.01 to \$49.99	\$1.50
\$50 to \$99.99	\$2.50
\$100 to \$199.99	\$6.00
\$200 to \$299.99	\$8.00
\$300 to \$399.99	\$11.00
\$400 to \$499.99	\$13.00
\$500 to \$599.99	\$16.00
\$600 to \$699.99	\$18.00
\$700 to \$799.99	\$21.00
\$800 to \$899.99	\$23.00
\$900 to \$999.99	\$26.00
\$1,000 to \$1,249.99	\$31.00
\$1,250 to \$1,499.99	\$37.00
\$1,500 to \$1,749.99	\$43.00
\$1,750 to \$1,999.99	\$49.00
\$2,000 to \$2,499.99	\$61.00
\$2,500 to \$2,999.99	\$73.00
\$3,000 to \$3,499.99	\$85.00
\$3,500 to \$3,999.99	\$97.00
\$4,000 to \$4,499.99	\$110.00
\$4,500 to \$4,999.99	\$122.00
\$5,000 to \$5,499.99	\$135.00
\$5,500 to \$5,999.99	\$147.00
\$6,000 to \$6,499.99	\$160.00
\$6,500 to \$6,999.99	\$172.00
\$7,000 to \$7,499.99	\$185.00
\$7,500 to \$7,999.99	\$197.00
\$8,000 to \$8,499.99	\$210.00
\$8,500 to \$8,999.99	\$222.00
\$9,000 to \$9,499.99	\$235.00
\$9,500 to \$9,999.99	\$247.00
\$10,000 to \$10,499.99	\$260.00
\$10,500 to \$10,999.99	\$272.00

\$11,000 to \$11,499.99	\$285.00
\$11,500 to \$11,999.99	\$297.00
\$12,000 to \$12,499.99	\$310.00
\$12,500 to \$12,999.99	\$322.00
\$13,000 to \$13,499.99	\$335.00
\$13,500 to \$13,999.99	\$347.00
\$14,000 to \$14,499.99	\$360.00
\$14,500 to \$14,999.99	\$372.00
\$15,000 to \$15,499.99	\$385.00
\$15,500 to \$15,999.99	\$397.00
\$16,000 to \$16,499.99	\$410.00
\$16,500 to \$16,999.99	\$422.00
\$17,000 to \$17,499.99	\$435.00
\$17,500 to \$17,999.99	\$447.00
\$18,000 to \$18,499.99	\$460.00
\$18,500 to \$18,999.99	\$472.00
\$19,000 to \$19,499.99	\$485.00
\$19,500 to \$19,999.99	\$497.00
\$20,000 to \$20,499.99	\$510.00
\$20,500 to \$20,999.99	\$522.00
\$21,000 to \$21,499.99	\$535.00
\$21,500 to \$21,999.99	\$547.00
\$22,000 to \$22,499.99	\$560.00
\$22,500 to \$22,999.99	\$572.00
\$23,000 to \$23,499.99	\$584.00
\$23,500 to \$23,999.99	\$597.00
\$24,000 to \$24,499.99	\$610.00
\$24,500 to \$24,999.99	\$622.00
\$25,000 to \$25,499.99	\$635.00
\$25,500 to \$25,999.99	\$647.00

Additional tiers can be included upon request

- Discounted ACH/e-check Payments - \$1.00/Payment

Notes

1. Convenience fees are funded by the payer and collected directly and automatically by JPMorgan Chase. Although interchange expenses for the processing and settlement of credit/debit card transactions will be charged to JPMorgan Chase by the merchant processor, Chase Paymentech Solutions, LLC, Public Sector Entity must establish the necessary merchant account(s) for processing of the principal payments. The Public Sector Entity will not bear interchange expenses for these transactions.
2. The Parties may modify pricing by written agreement, with City Council approval, where necessary.