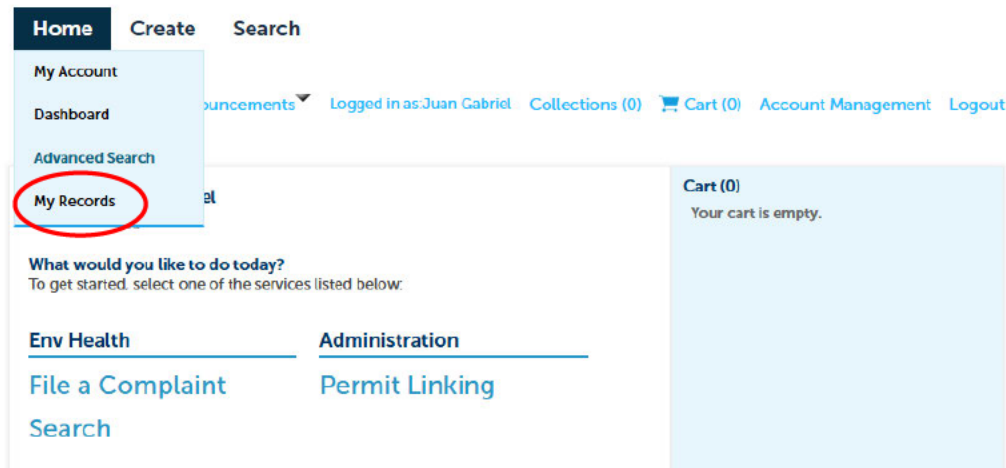


How to Pay Annual Permit Fees

1. Access the online permitting portal by clicking <http://aca-prod.accela.com/SNHD/> and login using your credentials. If you don't have an account, select 'Create an Account' and follow the prompts.
2. Once logged into your account, select 'My Records'.



3. Locate the 'Permit Billing' record types in your list of my records. If you have linked multiple permits to your account, there will be a corresponding 'BILLING' record for each permit.

▼ Env Health

Showing 1-10 of 15 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	Record Type	Description	Facility Name	Status	Action
☐	04/28/2026	26TMP-000938	Food Service				Resume Application
☐	04/28/2026	26TMP-000969	Cottage Food				Resume Application
☐	05/13/2026	26TMP-001109	Label Review				Resume Application
☐	05/20/2026	26TMP-001147	Label Review				Resume Application
☐	01/30/2025	FA0104601	Environmental Health Facility		TRAINING EHS	ACTIVE	
☐	01/30/2025	PR0153098	Food Service Permit	TRAINING RESTAURANT	TRAINING EHS	ACTIVE, EXEMPT FROM BILLING	Pay Fees Due Amendment
☐	06/12/2026	PR [REDACTED] BILLING-061126-1	Permit Billing		[REDACTED]	Billing Complete	Pay Fees Due
☐	06/13/2026	PR [REDACTED] BILLING-061126-1	Permit Billing		[REDACTED]	Billing Complete	Pay Fees Due
☐	02/05/2025	PR [REDACTED] BILLING-020525-2	Permit Billing		[REDACTED]	Billing Complete	Pay Fees Due

4. Click on 'Pay Fees Due' next to each BILLING record to be redirected to the payment processing site. If you are paying for multiple permits at one time, select the checkbox next to each BILLING record and click 'Add to Cart' at the top of the list.

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☐	Date	Record Number	Record Type	Description	Facility Name	Status	Action
☐	04/28/2026	26TMP-000938	Food Service				Resume Application
☐	04/28/2026	26TMP-000969	Cottage Food				Resume Application
☐	05/13/2026	26TMP-001109	Label Review				Resume Application
☐	05/20/2026	26TMP-001147	Label Review				Resume Application
☐	01/30/2025	FA0104601	Environmental Health Facility		TRAINING EHS	ACTIVE	
☐	01/30/2025	PR0153098	Food Service Permit	TRAINING RESTAURANT	TRAINING EHS	ACTIVE, EXEMPT FROM BILLING	Pay Fees Due Amendment
☒	06/12/2026	PR [REDACTED] BILLING-061126-1	Permit Billing	[REDACTED]	[REDACTED]	Billing Complete	Pay Fees Due
☒	06/13/2026	PR [REDACTED] BILLING-061126-1	Permit Billing	[REDACTED]	[REDACTED]	Billing Complete	Pay Fees Due
☒	02/05/2025	PR [REDACTED] BILLING-020525-2	Permit Billing	[REDACTED]	[REDACTED]	Billing Complete	Pay Fees Due

5. Select 'Checkout'. If you would like to add or remove fees, select 'Edit Cart'.

Cart

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

7777 Decatur BLVD
1 Application(s) | \$563.60

Food Service
FOOD-A-26-0000084

Total due: \$563.60

Total amount to be paid: \$563.60
Note: This does not include additional fees which may be assessed later.

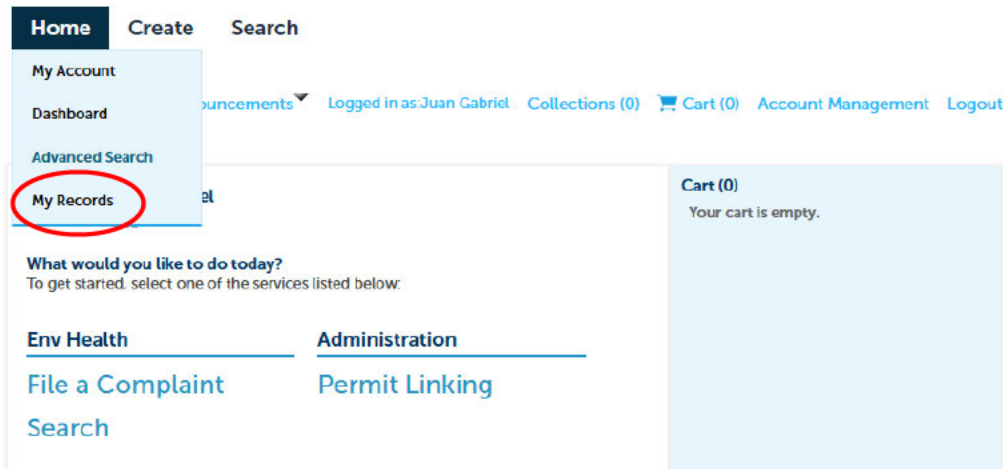
[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

6. You will be redirected to the payment portal for processing.

Grouping multiple records into a collection for payment

Using the 'Collections' feature allows you to save a grouping of permits. This feature is useful if you have multiple permits linked to your account that you need to pay permit fees for.

1. Navigate to 'Home' -> 'My Records'.



2. Locate the 'Permit Billing' record types in your list of my records and select the checkboxes next to each record you want grouped into one collection. Click 'Add to collection'. A new window will appear, and you will be required to enter a name for the collection. Click 'Add' when complete.

▼ Env Health

Showing 1-10 of 15 | [Download results](#) [Add to collection](#) [Add to cart](#)

☐	Date	Record Number	Record Type	Name	Status	Action
☐	04/28/2026	26TMP-000938	Food			Resume Application
☐	04/28/2026	26TMP-000969	Cott			Resume Application
☐	05/13/2026	26TMP-001109	Labe			Resume Application
☐	05/20/2026	26TMP-001147	Labe			Resume Application
☐	01/30/2025	FA0104601	Envir Heal		ACTIVE	
☐	01/30/2025	PR0153098	Food Permit	RESTAURANT EHS	ACTIVE, EXEMPT FROM BILLING	Pay Fees Due Amendment
☒	06/12/2026	PR BILLING-061126-1	Permit Billing		Billing Complete	Pay Fees Due
☒	06/13/2026	PR BILLING-061126-1	Permit Billing		Billing Complete	Pay Fees Due
☒	02/05/2025	PR BILLING-020525-2	Permit Billing		Billing Complete	Pay Fees Due

☒ Create a New Collection

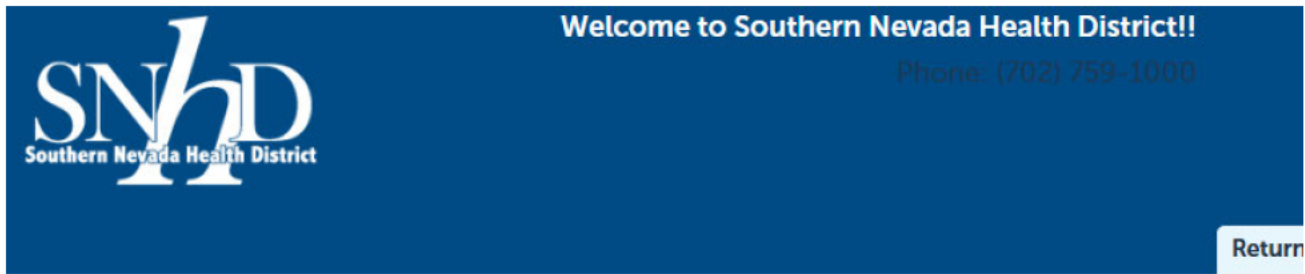
* Name:

Description:

[spell check](#)

[Add](#) [Cancel](#)

3. To access the collection you just created, click on 'Collections' at the top of your screen.



4. A new screen will appear displaying all the collections you have created. Click on the collection name you would like to access.

Collections

This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	
07/24/2026	Annual billing		3	Delete

5. You will now see a list of the records for this collection. Select the checkboxes next to the records you would like to pay fees for, or if you would like to pay fees for ALL records in this collection, click on the checkbox in the top left-hand corner to select all. Next click 'Add to Cart' and follow the steps for payment outlined above.

Annual billing

Total Records: 3 (3 Env Health)

Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)

Fees Summary: \$0.00 Paid, \$30,883.76 Due

Rename Collection

Delete Collection

Env Health

Move to... | Copy to... | Remove

Showing 1-3 of 3 | Download results | Add to cart

☒	Date	Record Number	Record Type	Description	Facility Name	Status	Action
☒	06/13/2026	PR BILLING-061126-1	Permit Billing			Billing Complete	Pay Fees Due
☒	06/12/2026	PR BILLING-061126-1	Permit Billing			Billing Complete	Pay Fees Due
☒	02/05/2025	PR BILLING-020525-2	Permit Billing			Billing Complete	Pay Fees Due