



## How to Pay Fees Online

This guide outlines steps to pay fees using **Development Hub PDX (DevHub)**, the online permitting system for the City of Portland.

### Access DevHub to Find Fees

To view and pay fees online, you must **first login to DevHub**: [devhub.portlandoregon.gov](http://devhub.portlandoregon.gov).

**If you do not have a DevHub account**, you will need to register for one using a valid email address. Once logged in, **select one** of the paths listed below to find fees for either one or multiple cases/permits at once.

#### Path 1: Find Fees for a Single Case or Permit

Find and pay fees for **an individual case or permit at a time** (only payment option if the case or permit was initiated using different DevHub user credentials).

1. Select the **View/Pay Fees** tab.
2. For best results, **search for the case or permit** by IVR number (if available). If you do not have an IVR number, you can search by Permit Number or Street Address instead.
3. **Find the correct permit** from the search results and select the Continue button.

#### Path 2: Find Fees for Multiple Cases or Permits at Once

Find and pay fees for **two or more of your own DevHub-submitted cases or permits in one transaction** (only available for DevHub permits and cases associated with the same user credentials).

1. Select the **My Bills** tab to see all unpaid fees associated with the same sign-in credentials.
2. Select the checkbox for the items you wish to pay then select the **Selected Fee Detail** button.
3. Select the corresponding checkbox(es) and then select the **Pay Selected Fees** button.

### Pay Selected Fees

After locating your permit and associated fees, use these steps to complete payment processing.

1. Select Payment Type: **Electronic Check** or **Credit Card** (MasterCard, VISA, Discover, American Express).
2. Complete the displayed **payment information** fields.
3. Select the **Submit Payment** button to process your payment.
4. (optional) Print a receipt from the payment confirmation page. **Note: By default, you automatically receive a receipt** to the email address you listed during payment.

*For additional DevHub support, please call the **DevHub help line** (M-F 8am-4pm) at **503-823-1304**.*

