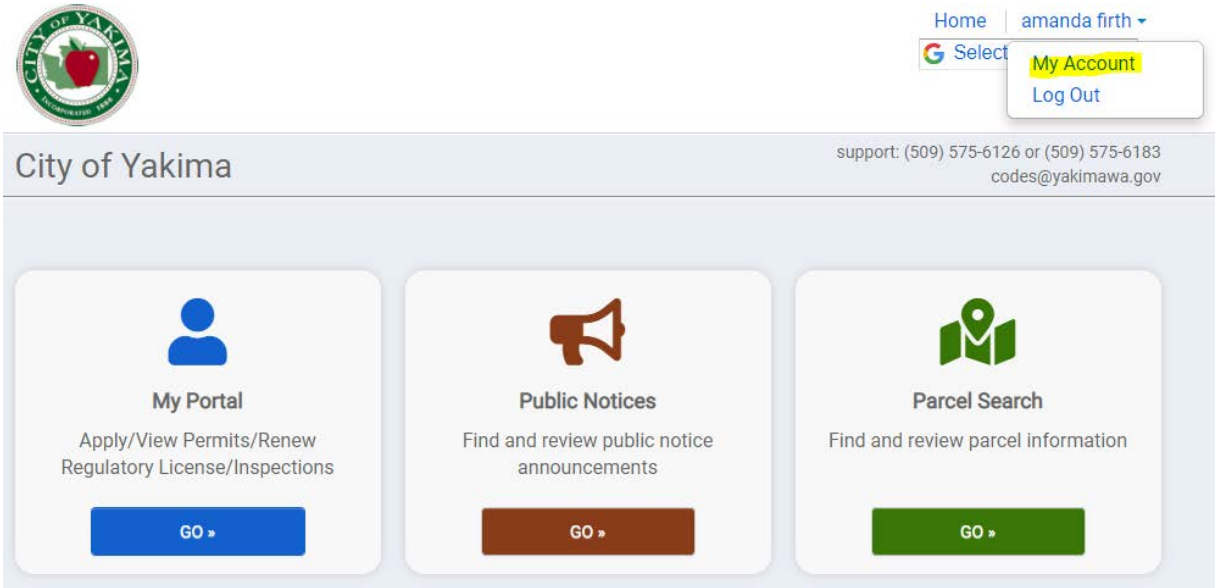
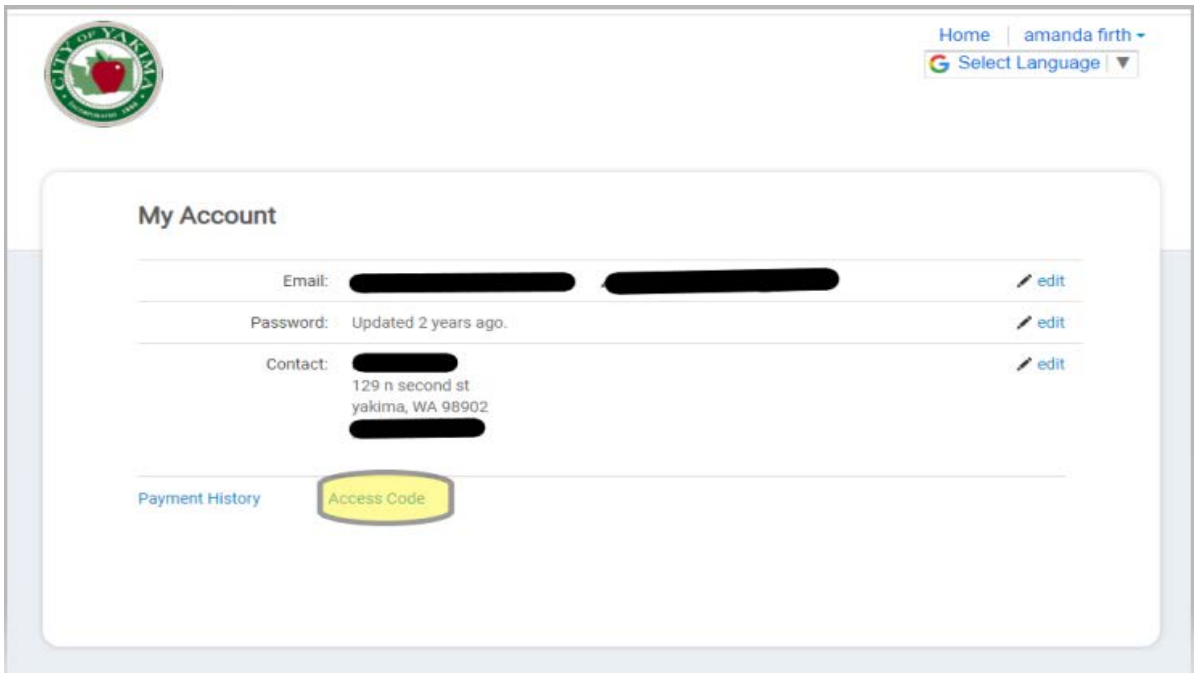
**How to Complete Online Payments**

1. Visit www.buildingyakima.com and log in. If you do not have an account, you will need to create one. You will need to have an access code to link your account to your permit. This access code can be provided to you by Engineering staff. To add the access code continue reading the instructions below. If you have already linked your account skip to step 2.

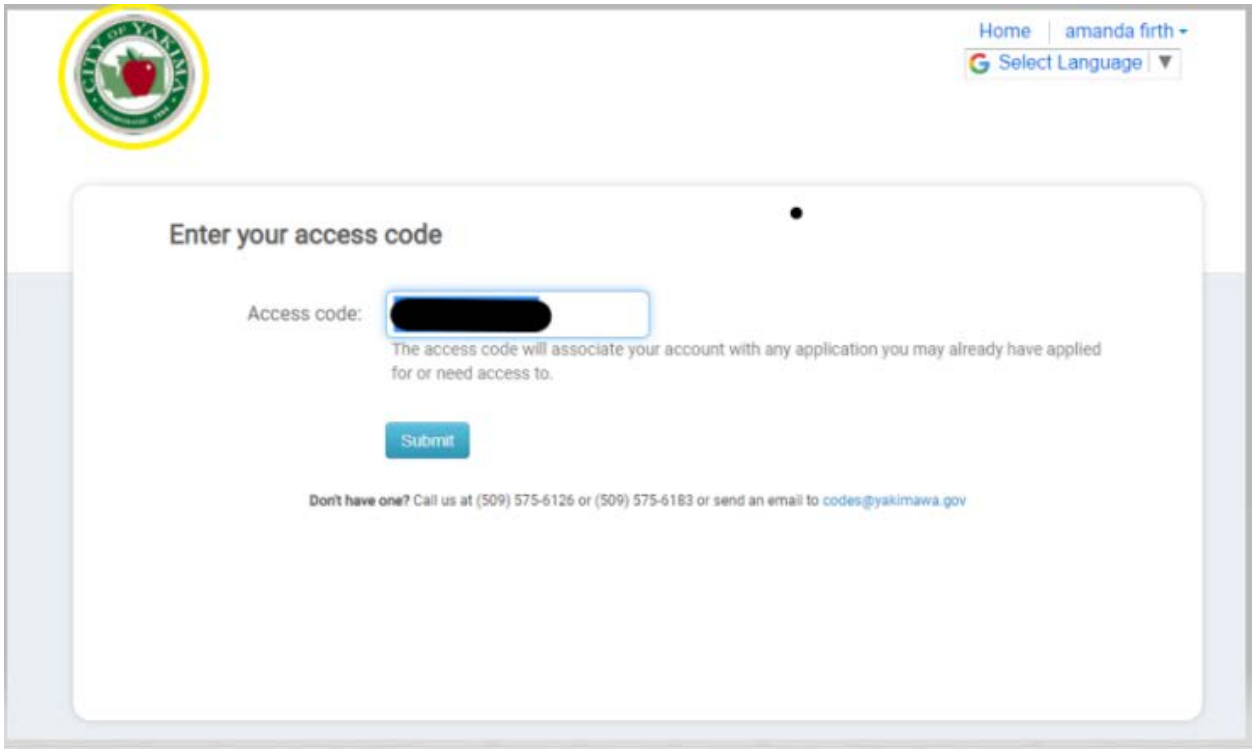
Once logged in, select “My Account” listed under the drop-down arrow on the top right-hand corner of the page.



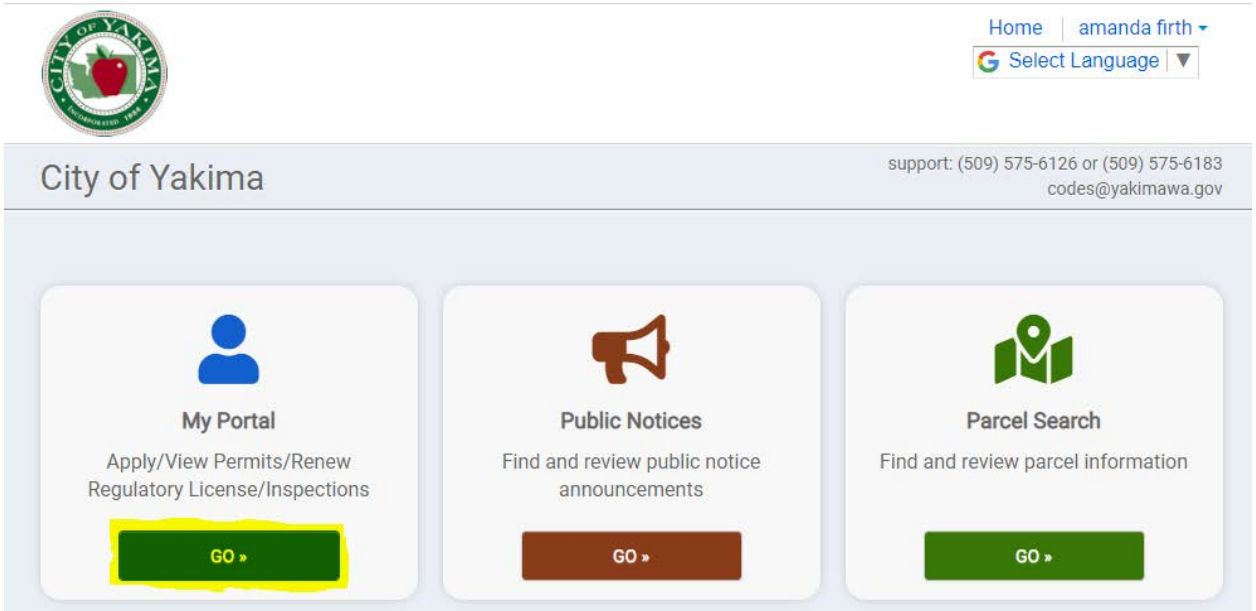

Select “Access Code”.



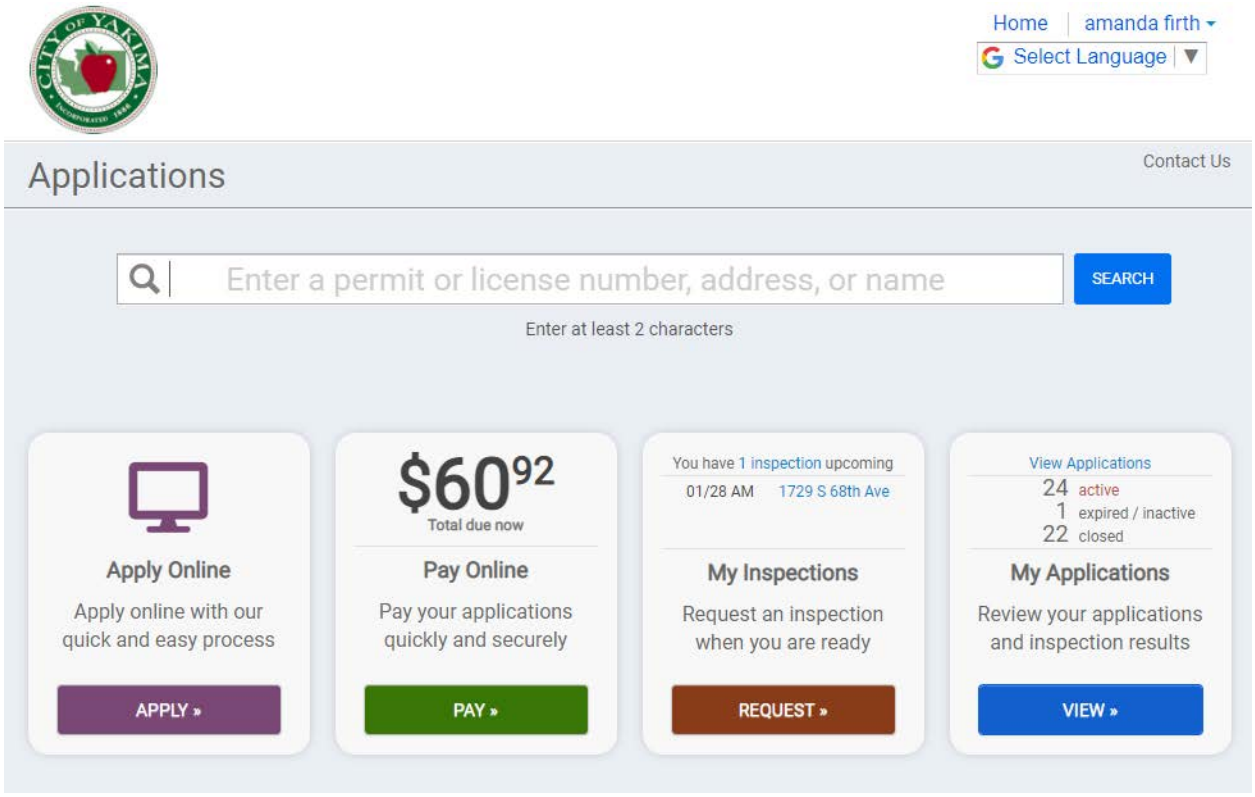
Input the access code in the appropriate field, and then select submit. Once the access code is accepted, click the City of Yakima logo on the top left-hand corner.



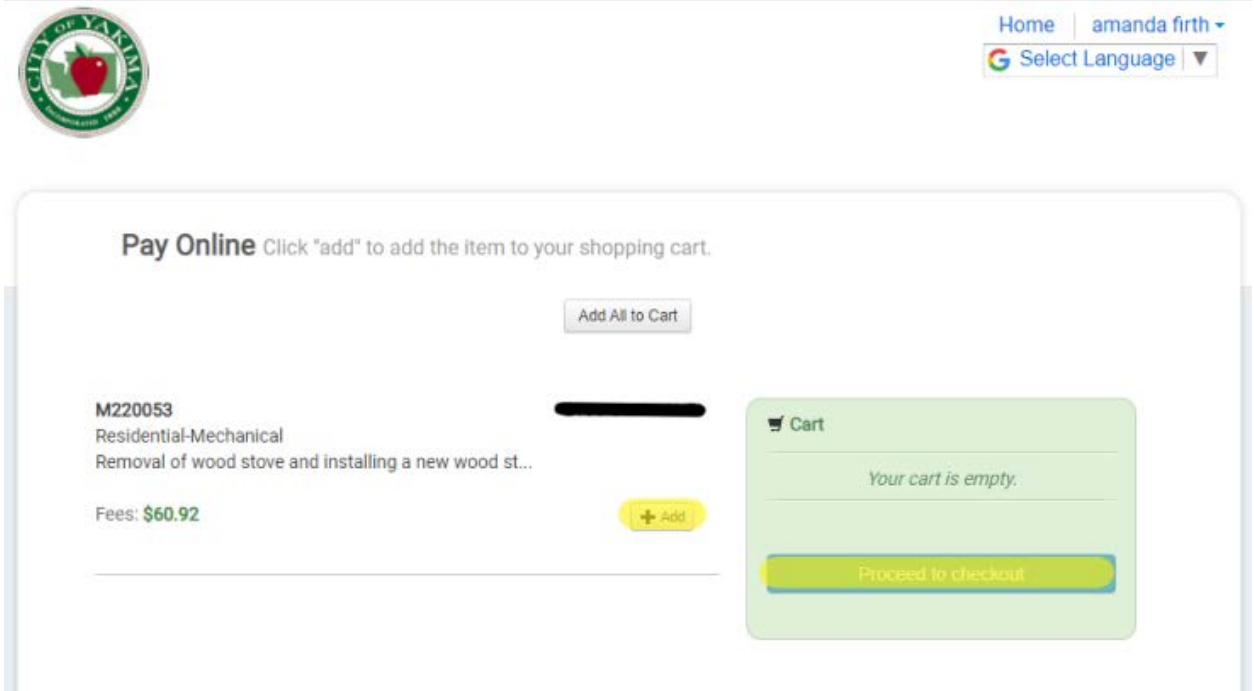

2. Select “Go” under “My Portal”



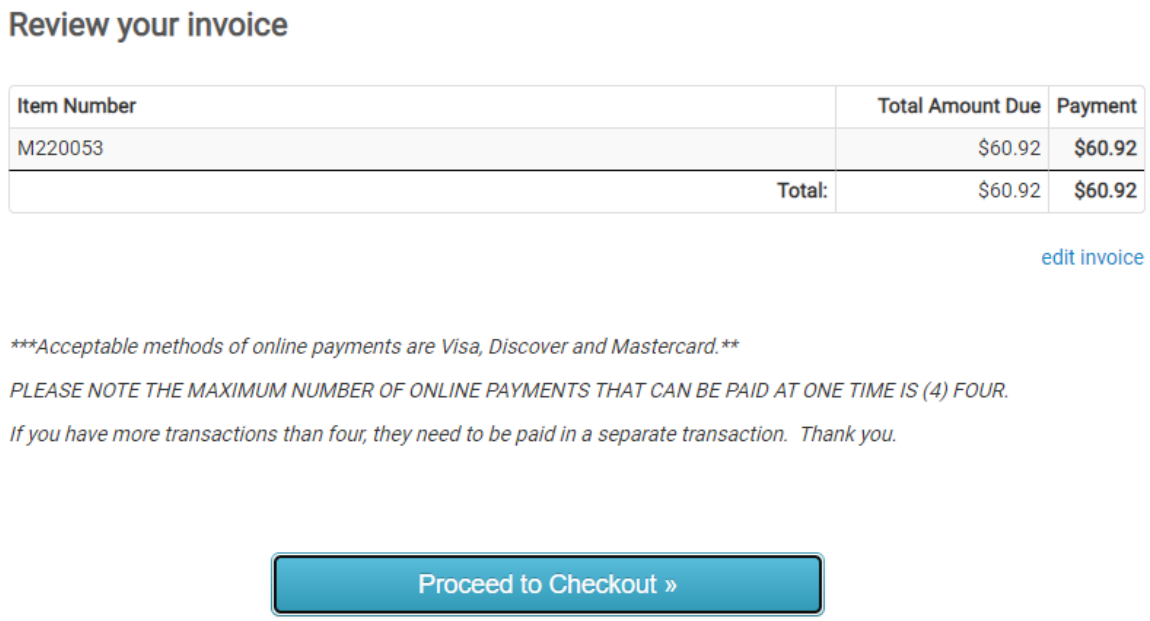
3. Select “Pay”

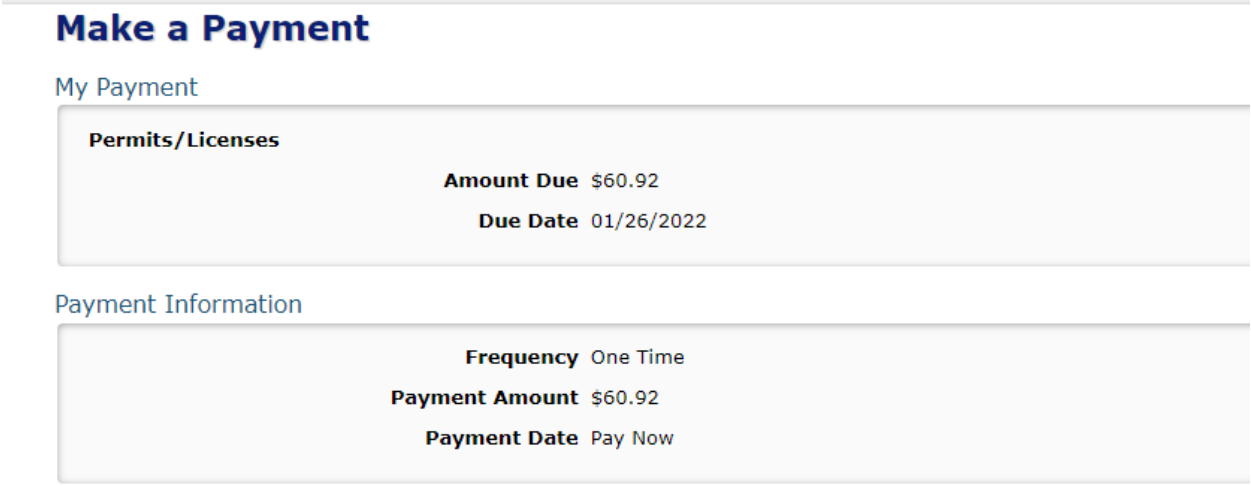



4. Select “Add” and then, “Proceed to checkout”



5. Review and select “Proceed to Checkout”




6. Complete your payment on the following page.