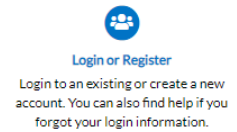


How to Pay an Invoice

Step 1: Log in to your CSS account

1. Access the CSS website by going to: energov.cityofmesquite.com
2. Click the **Login or Register** tile located on the home page.
3. Log in into your account.



Step 2: Locate Invoice

1. On the **Dashboard** page, you will find **My Invoices**.
2. Click **View My Invoices**.

My Invoices		
Current	1	\$125.00 Add To Cart
Past Due	0	\$0.00
Total	1	\$125.00 Add To Cart

[View My Invoices](#)

Step 3: Pay Invoice

1. Click the **Invoice Number**.
NOTE: You can also view the Invoice under Attachments.
2. Click **Add to Cart**.
3. You will then see the case number, rental property address, and amount due.
4. Click **Checkout**.
5. You will be re-directed to Paymentus website.
6. Proceed with payment.

[Add To Cart](#)

Step 4: Payment Received

1. You will receive payment confirmation.

Step 5: Processing/Request Inspection

1. Once the application fee has been paid, please allow up to 1 business hour for processing.
NOTE: If payment is made outside of business hours, processing will begin the following business day.
2. Once the status of the application shows **Awaiting Inspection Request**, proceed with requesting for inspection.

If you have any questions or concerns, please contact us at:

rc@cityofmesquite.com

972-329-8504