

Paying Entity Registration and Ride Permit Fees



PAYING FEES

Log into your [KAMPS](#) account.

Under the RENEWAL tab options, select the *choose action* drop down for your **entity**. Click *Pay*

The screenshot shows the KAMPS dashboard with the 'RENEWAL' tab selected. There are three case cards displayed. The third card, for entity 'KSE##-####', has its 'choose action' dropdown menu open, and the 'Pay Fees' option is highlighted with a yellow arrow.

Select the items (entity and/or rides) you want to renew and pay for. Click the green *Checkout* tab at the bottom of the screen.

The screenshot shows the 'Fees' page in KAMPS. A table lists three cases with checkboxes selected. A yellow arrow points to the first row. Below the table, the 'Payment Due' section shows 'Amount Due: \$450'. At the bottom, a 'Checkout' button is highlighted with a yellow box.

Case Number	Case Name	Case Type Desc	Case Status	Serial #	Fees	Total Amount Due
<input checked="" type="checkbox"/> KSE26-0137	Entity Name Here	Amusement Ride Entity	Submitted	n/a	(+)	\$250.00
<input checked="" type="checkbox"/> KSP26-0138	Merry Go Round	Permanent Rides	Submitted	a0v9s90f	(+)	\$100.00
<input checked="" type="checkbox"/> KSP26-0139	Train II	Permanent Rides	Submitted	9s9s9s	(+)	\$100.00
Grand Total:						\$450.00

* Yellow highlights indicate that the fee has been waived for this case.

Payment Due

Amount Due: \$450

Important: The total amount must be paid before your application can be processed.

How to Pay:

1. Click the "Checkout" button on the right side of the page. You will be presented with a "Pay Now" button.
2. Click the "Pay Now" button. This will redirect you to our secure payment provider's website.
3. Follow the on-screen instructions on the payment provider's site to complete your payment.
4. Once the payment is processed, you will be redirected back to the Cityworks site.
5. If you encounter any issues or need assistance, please contact our support team for help.

A confirmation page will appear showing the items and fees that are due. This amount does NOT include the processing fee.

Click the green **Pay Now** button at the bottom of the screen.

You will be redirected to the Kansas Payment Engine to process your payment.

HOW TO PAY FOR YOUR ITEMS:

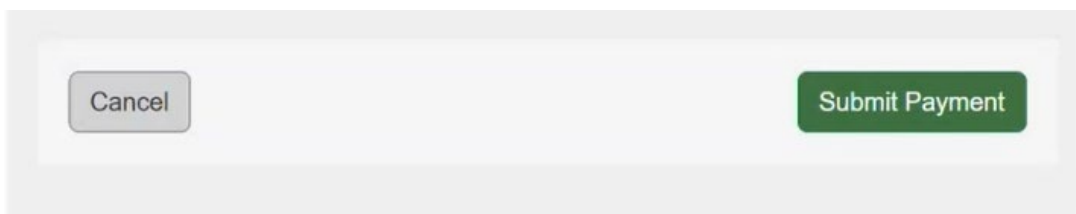
Step 1: Payment Type

Step 2: Customer Information

Step 3: Payment Information

Step 4: Submit Payment

If everything is correct, click the green *Submit Payment* button at the bottom of the screen.



Once your payment has been submitted, you will be directed back to your Entity page.