



Customer Self Service (CSS)

Payments for permits and review fees

Payment is required before your application will be processed by the City of Cedar Rapids.

- You may visit our office at 500 15th Ave. SW (second floor) in person and provide cash, checks, credit cards (Visa, MasterCard & Discover), money orders and certified checks. Please make checks payable to City Treasurer.
- You may also mail in a check, money order, or certified check to the same address, please indicate the permit number and address for which the payment is to be applied. Please make checks payable to City Treasurer.
- You may also use our online payment system, Tyler Pay, for credit card payments and e-checks by following the instructions below:

Tyler Pay Sign-Up Instructions

1. Click on this link <https://cedarrapidsia-energovpub.tylerhost.net/apps/selfservice> to open up the City of Cedar Rapids Customer Self-Service (CSS) portal
2. In the upper right-hand corner of the screen, click on the "Login or Register" link.
3. At the bottom of the box that appears, is the option to "Sign up." Click on that link.
4. Enter in a password for this general account.
5. Enter in your first name.
6. Enter in your last name.
7. Click on the Sign-Up button.
8. Within a minute or two, you will receive an email asking you to activate your account. Click on the "Activate Account" option and go through the login process.
9. **For companies** - When setting up an account to see pending invoices, plans, permits, licenses where multiple people in your organization will need access to the records or make payments, use an email address that everyone who might want access to the account can see. For example, four different employees might at some point need to pay an invoice using your company credit card. Use a group email address already accessible to multiple company employees for your company such as "accountspayable@mycompany.com" or permits@mycompany.com.
10. **For customers with prior permits and invoices** - Once you have completed this process and successfully logged into the account, send an email to s.foens@cedar-rapids.org. Include your name the business name the account will need access to. Your account will be processed so previously created invoices, permits, plans and licenses will appear on CSS.

Once your account has been set up, it can be used for payments.