

 Please use Google Chrome to visit <u>https://myoceservices.ocgov.com</u> and click on the Sign in / Register drop down to enter your login credentials and click Sign In.



2. Click on **Dashboard** located on the top right.

myOCeServices	🚳 Dashboard	i Info	🐣 Hi Tony 👻	
HARMAN OF THE STAR OF				

3. Scroll down until you see the **Remittances** menu on the left-hand side and click on the right-hand arrow. Click **New** under the **Remittances** menu to start a new Quarterly Remittance.

Ag Comm. Weights &	My Recently Submitted Items	
Projects and Packages <	Submissions indicating "Action Required" in the table below have had recent activity take place and require your attention. Select the inquiry number to view more details.	
Bonds <		
Remittances V	Show 10 v entries Search:	_
New	Legal	
Road Fee Remittance Detail	Number Type Status SubStatus IF Description IF Address Description Owned	9r

4. Read top section to become familiar with the reporting requirements. Under **Available** select the Quarter(s) to be remitted. Click on the right arrow for the Quarter to move to **Chosen**. To remove Quarter(s) in **Chosen**, please click on the left arrow to return it to **Available**. After verifying the information entered is correct, click **Save draft and continue**.

Ag Comm. Weights & Measures Registration <	* City	* Caler	ndar Year	
Projects and Packages <	None	~N	Jone	~
Bonds <	* Fiscal Year Quarter 🕄			
Remittances <	Available FY Q1: July - September FY Q2: October - Decemb	ber	Chosen	
New	FY Q3: January - March		•	
Road Fee Remittance Detail				
		Save draft	and continue C	ancel

5. Complete the <u>Road Fee Program Detail</u> entirely with details for each Program listed in one row. If no deposits were collected for the Quarter(s), select the checkbox for "No Deposits Collected."

Permit Applications <	Road Foo Brogram Detail
anning Applications <	
urvey Applications <	Fee Unit No.of Square Deposit ADUs Dem
nspections <	Program(s) Type(s) 🚯 Dwellingootage 🚯 Amounts Crea Units
g Comm. Weights & easures Registration <	Cate: V Type V
ects and Packages <	Catei Type
ids <	Catei 🗸 Type 🗸
mittances <	
	Total Deposit Amount :
	No Deposits Collected

6. For all deposits collected with payment to remit, please upload the Excel Remittance Schedule under Upload Remittance File and upload copies of permits, receipts, and other documents (up to 20 documents or a zip file at one time - file size limitation is 25 MB) under Choose Files. After verifying the entries, select the checkbox "I agree that the information provided is true and correct" then click Submit Remittance.

	Attach Road Fee Remittance File To obtain a copy of the current Road Fee Remittance Schedule, please <u>click here</u>	Upload Remittance File 🕹	Remittance E
	Permits, Receipts, and other documents	Choose F	iles
	I agree that the inform Submitted remittances will be revie remit payment (if applicable) will be Mastercard, American Express and questions. Previous Pa	nation provided is true and co awed by the OC Road Fee Team a e provided via email. Current payr d Check. Please contact us at 714 age	rrect. and instructions on how to nent methods are Visa, -955-0301 if you have cance

7. An Application Confirmation dialog box will pop up showing successful submission with an assigned Remittance Number for reference. A confirmation email will soon follow.

my OCeServices	Search here Q & Dashboard	🌹 Cart 🛛 Help 🛛 Hi Tony 🗸
Dashboard	Application Confirmation	om the drop-down
Service Requests/Complaints <	Your request was submitted successfully. Remittance Number : RFR21-00017	d/or Square ollected with a arisk ("*") must be
🕜 Inquiries <	Close	Remittance
Permit Applications <		

8. To review past submissions, please select **Road Fee Remittance Detail** and click on the Remittance Number you would like to review.

Bonds <	RFR21-00035	Tony	Messiha	Submitted	-	2021	FY Q1: July - September
Remittances <	Showing 1 to 5 of	5 entries				Previou	is 1 Next
New							
Road Fee Remittance Detail							

9. The information you wish to review can be found in the detail window or in the tabs below.

Dashboard	Road Fee Remittance - Detail
Service Requests/Complaints <	First Name : Tony Last Name : Messiha Fmail :
🕜 Inquiries <	Remittance Number : RFR21-00035 City :
Permit Applications <	Submitted Date : 06/09/2021 Status : Submitted Calendar Year : 2021
Planning Applications	Fiscal Year Quarter : FY Q1: July - September Total Fees :
Survey Applications	Total Payments :
spections <	Road Fee Programs Financials Receipts Additional Docs

10. After submission, the Quarterly Remittance will be reviewed, and an email will be sent with instructions to remit payment online or by check. If payment will be remitted online by credit card, please sign in at https://myOCeServices.com and click on the **Make Payments** selection.



11. When remitting payment by credit card online, you will be able to search by invoice number or view the selected items under **Cart Items** and select **Checkout**.

	Tony N	/lessiha's Cart			
	Invoice Num	ber O			
	Enter invoice number(s); separate by commas (,) for multiple num Search				
	Please selec	titem(s) from the list below and select "Checkout" to continue with your payment.			
	Payment So	urce: Card			
	Cart Item	S			
	Select	Expand/Collapse			
	All	All	\$ Amount		
		0	\$95,400.00		
	Payment Am	ount: \$95,400.00			
⁴ - ↓	Checkou	at .			

12. Review your Cart Summary, read the Note then click Enter Payment Details

my OCeServices		Search here	٩	Dashboard) 🛱 Cart (1)	? Help	Hi Tony 🔸
	Payment Source: Credit Card / Bank Account Amount: \$95,400.00 Note: When you click the Enter Payment Detail myOceServices to enter your payment inform browser back button. Enter Payment Details	Is button, you will be directed to a sect ation. To complete the payment proces	ire payme s succes:	ent page outside o stully, please do no	f ot click your		

13. Please enter all Billing Information and scroll down to hit Next.

Billing	Payment	Review	Receipt
Billing Information		Your Order	
First Name *	* Required field	Total amount	\$95,400.00
Last Name *			
Address Line 1 *			
Address Line 2			
City *			
Country/Region *	~		

14. Complete Payment Details and click Next.

Billing	Payment	Review	Receipt
Payment Details	A	Your Order	
Card Type *	* Required field	Total amount	\$95,400.00
Visa	Mastercard		
Card Number *			
Expiration Month * Expirat Month ~ Year	ion Year *		
Back	Next		

15. Review the Billing Address and Payment Details information and then click Pay

Billing	Payment	Review	Receipt
Review your Order			
Billing Address	Edit Address		
John Doe 555 Main St Santa Ana California 92080 United States of America Payment Details	Edit Details	Your Order	
Card Type	Visa	Total amount	\$95,400.00
Card Number	xxxxxxxxxx1		
Expiration Date	06-202		
Back			Pay

16. A receipt for the credit card transaction will appear. After reviewing the Receipt, please click **Return to Website.** If you do not click "Return to Website" the payment will not be completed.

Your payment is no comp	Your payment is not yet complete. Please click on the 'Return to Website' button to complete the transaction after providing payment details.				
Billing	Payment	Review	Receipt		
Receipt		Date: 06-11-2021 Order Number: LMS_TM 11T23:13:45Z	1938_95400.00_2021-06-		
Billing Information John Doe 555 Main St Santa Ana California 92080 United States of America					
Payment Details		Total amount	\$95,400.00		
Card Type	visa				
Expiration Date	06-2022				
Please keep a copy of this r	receipt for your records				
Print			Return to Website		

17. You will then receive a copy of the actual Remittance Receipt in your email inbox when the payment is officially processed by the County.