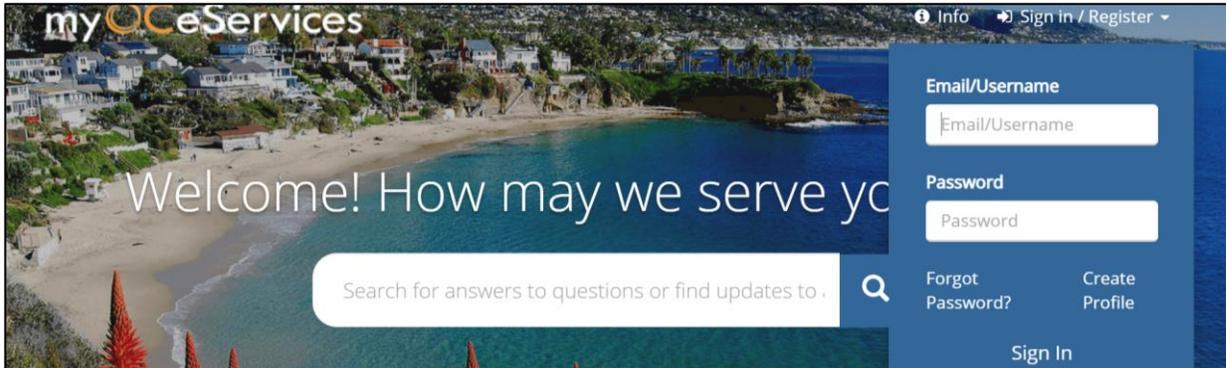




# REMITTANCE ONLINE APPLICATION DEPOSIT SYSTEM “ROADS” USER GUIDE

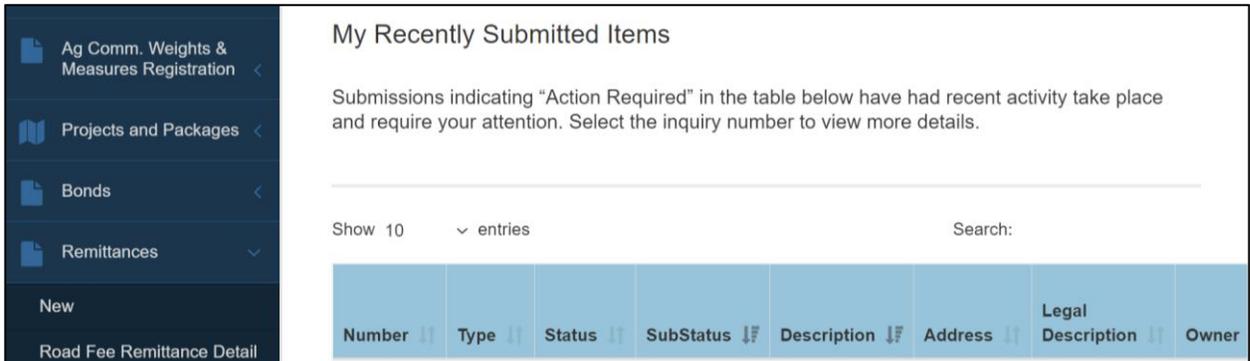
1. Please use Google Chrome to visit <https://myoceservices.ocgov.com> and click on the **Sign in / Register** drop down to enter your login credentials and click **Sign In**.



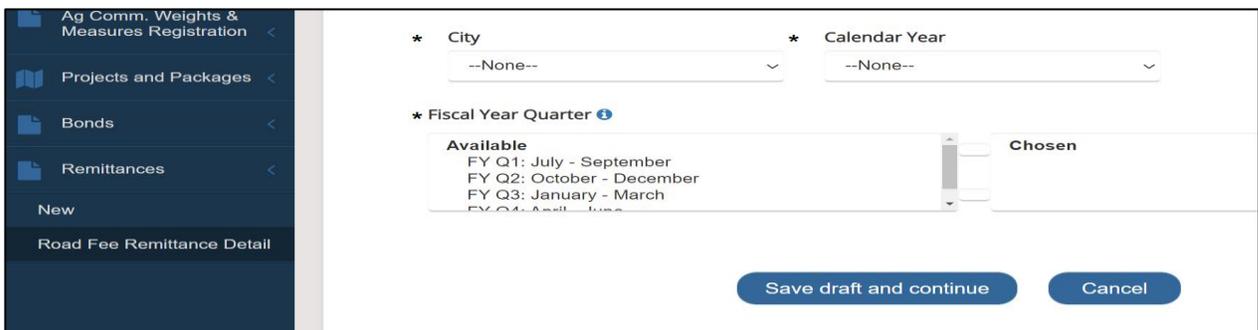
2. Click on **Dashboard** located on the top right.



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.



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**.



# REMITTANCE ONLINE APPLICATION DEPOSIT SYSTEM "ROADS" USER GUIDE

5. Complete the Road Fee Program Detail 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."

Fee Program(s)	Unit Type(s)	No. of Dwelling Units	Square Footage	Deposit Amounts	ADUs	Demo Credits
-- Category	-- Type					
-- Category	-- Type					
-- Category	-- Type					

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 [click here](#)

Permits, Receipts, and other documents

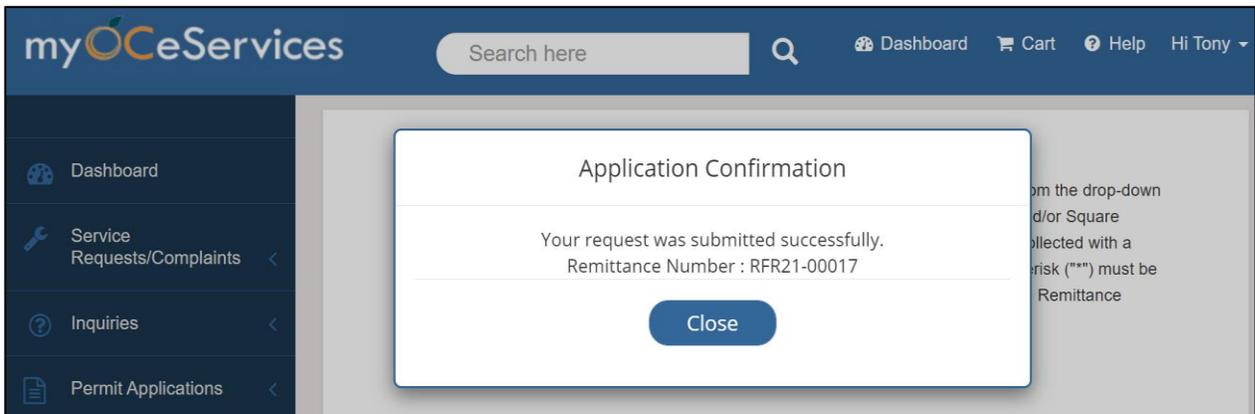
I agree that the information provided is true and correct.

Submitted remittances will be reviewed by the OC Road Fee Team and instructions on how to remit payment (if applicable) will be provided via email. Current payment methods are Visa, Mastercard, American Express and Check. Please contact us at 714-955-0301 if you have questions.

Previous Page Submit Remittance

# REMITTANCE ONLINE APPLICATION DEPOSIT SYSTEM "ROADS" USER GUIDE

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



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

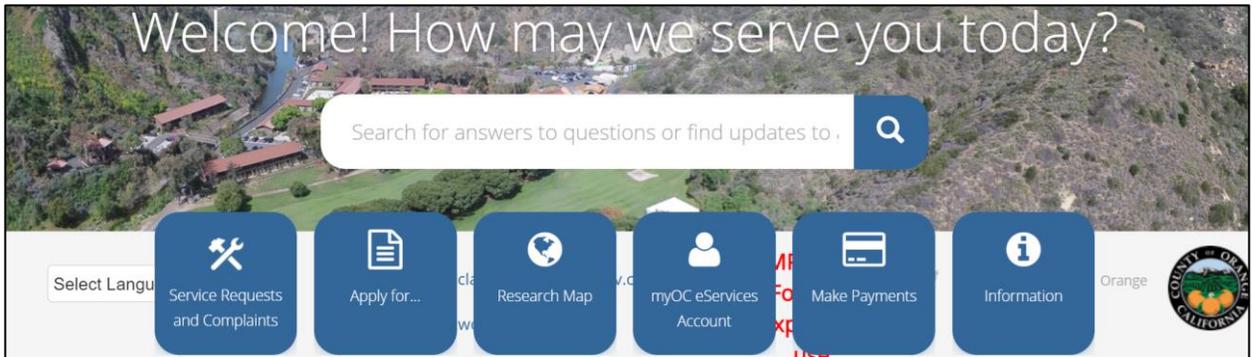


- The information you wish to review can be found in the detail window or in the tabs below.

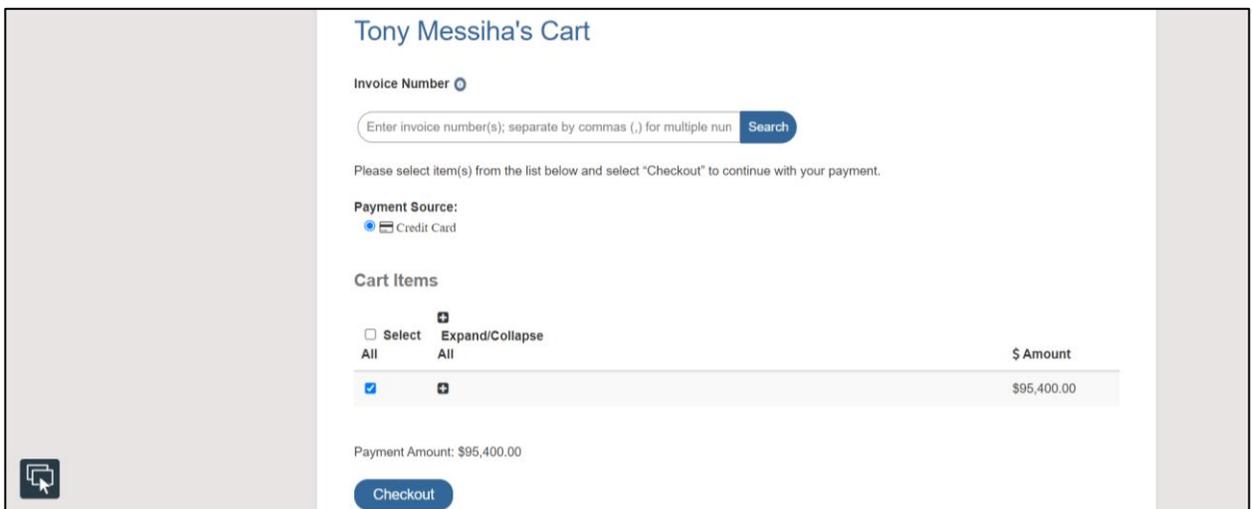


# REMITTANCE ONLINE APPLICATION DEPOSIT SYSTEM "ROADS" USER GUIDE

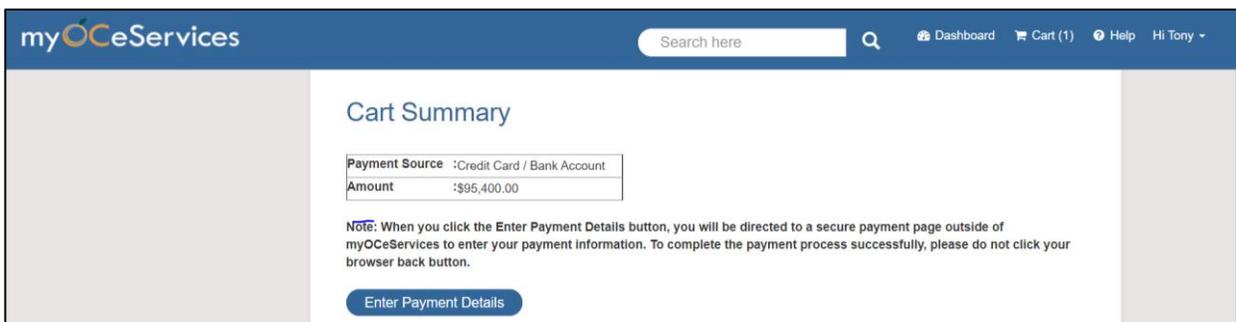
10. After submission, the Quarterly Remittance will be reviewed, and an email will be sent with instructions to remit payment online or by check. If payment will be remitted online by credit card, please sign in at <https://myOCeServices.com> and click on the **Make Payments** selection.



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**.



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



# REMITTANCE ONLINE APPLICATION DEPOSIT SYSTEM "ROADS" USER GUIDE

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

The screenshot shows the 'Billing Information' step of the application. At the top, there are four tabs: 'Billing' (highlighted in green), 'Payment', 'Review', and 'Receipt'. The 'Billing Information' section contains several required fields: 'First Name \*', 'Last Name \*', 'Address Line 1 \*', 'Address Line 2', 'City \*', and 'Country/Region \*'. A '\* Required field' label is present. To the right, the 'Your Order' summary shows a 'Total amount' of '\$95,400.00'.

14. Complete Payment Details and click **Next**.

The screenshot shows the 'Payment Details' step of the application. At the top, there are four tabs: 'Billing', 'Payment' (highlighted in green), 'Review', and 'Receipt'. The 'Payment Details' section includes a lock icon and a '\* Required field' label. It features three radio button options for 'Card Type \*': 'VISA Visa', 'Mastercard', and 'AMEX Amex'. Below this is a 'Card Number \*' input field, followed by 'Expiration Month \*' and 'Expiration Year \*' dropdown menus. At the bottom, there are 'Back' and 'Next' buttons. To the right, the 'Your Order' summary shows a 'Total amount' of '\$95,400.00'.

# REMITTANCE ONLINE APPLICATION DEPOSIT SYSTEM “ROADS” USER GUIDE

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

The screenshot displays the 'Review your Order' page. At the top, there are four tabs: 'Billing', 'Payment', 'Review' (which is active), and 'Receipt'. The main content area is divided into three sections:

- Billing Address:** Includes an 'Edit Address' button and the address: John Doe, 555 Main St, Santa Ana, California, 92080, United States of America.
- Payment Details:** Includes an 'Edit Details' button and shows: Card Type: Visa, Card Number: xxxxxxxxxxxx1, Expiration Date: 06-2022.
- Your Order:** A summary box showing 'Total amount' as \$95,400.00.

At the bottom of the page, there are two buttons: 'Back' on the left and 'Pay' on the right.

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.

The screenshot displays the 'Receipt' page. At the top, there are four tabs: 'Billing', 'Payment', 'Review', and 'Receipt' (which is active). A dark blue banner at the top contains the text: 'Your payment is not yet complete. Please click on the 'Return to Website' button to complete the transaction after providing payment details.'

The main content area is divided into three sections:

- Receipt:** Shows 'Date: 06-11-2021' and 'Order Number: LMS\_TM938\_95400.00\_2021-06-11T23:13:45Z'.
- Billing Information:** Shows the same address as in the previous screenshot: John Doe, 555 Main St, Santa Ana, California, 92080, United States of America.
- Payment Details:** Shows: Card Type: Visa, Card Number: xxxxxxxxxxxx1111, Expiration Date: 06-2022. A summary box shows 'Total amount' as \$95,400.00.

At the bottom of the page, there are two buttons: 'Print' on the left and 'Return to Website' on the right.

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.