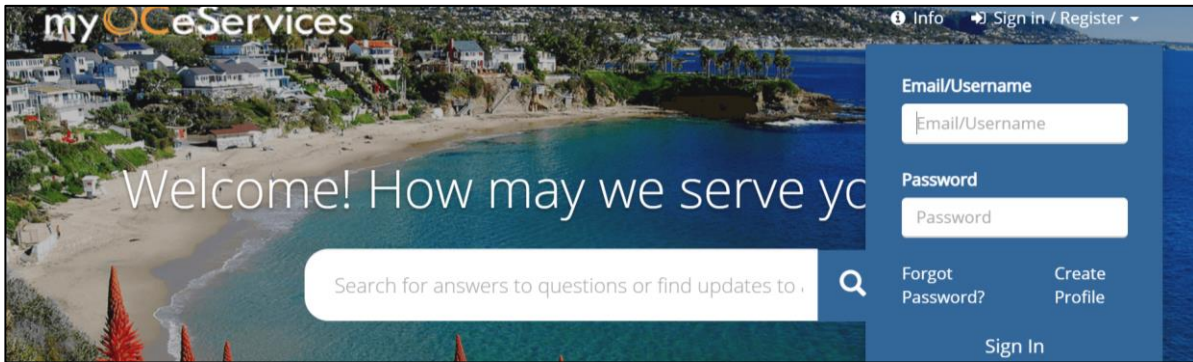


## ONLINE ROAD FEE REMITTANCE SYSTEM USER GUIDE

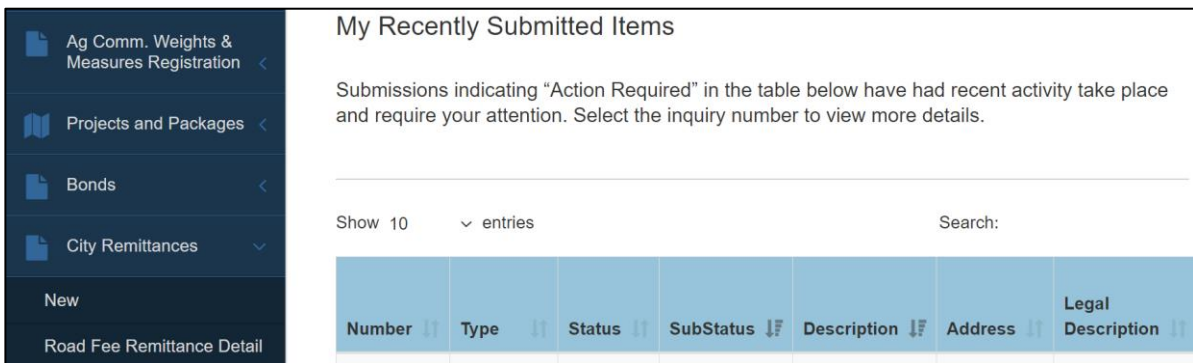
1. Please use Google Chrome to visit <https://myoceservices.ocgov.com> and click on the **Sign in / Register** drop down to enter your login credentials and click **Sign In**.



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



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



4. Read top section in the [Road Fee Remittance Submission](#) to become familiar with the reporting requirements and enter all fields. Please select the quarter you are submitting. After verifying the information entered, click **Save draft and continue**.

### Road Fee Remittance Submission

To submit your Road Fee Remittance, please click the "Upload Remittance File" button and choose the location of your saved Road Fee Remittance Schedule. Once uploaded, please attach all back-up including copies of issued permits and receipts by clicking the "Choose Files" button and then click "Validate Remittance". If you did not collect any Road Fee Remittances this Quarter, please select "No Deposits Collected" and then click "Validate Remittance".

#### Road Fee Remittance Detail

* First Name <input type="text" value="John"/>	* Last Name <input type="text" value="Doe"/>
* Email <input type="text" value="jdoe@county.com"/>	* Phone <input type="text"/>
* City <input type="text" value="--None--"/>	* Submitting for <input type="text" value="--None--"/>

## ONLINE ROAD FEE REMITTANCE SYSTEM USER GUIDE

- Under the Road Fee Remittance Submission please upload the new remittance file schedule with Summary Table, copies of permits and receipts, and other documentation. Please select no more than 20 documents or a zip file and note total file size limitation is 25 MB. If no deposits were collected for the quarter(s), select the checkbox for “No Deposits Collected.” Click on **Validate Remittance**.

### Road Fee Remittance Submission

To submit your Road Fee Remittance, please click the “Upload Remittance File” button and choose the location of your saved Road Fee Remittance Schedule. Once uploaded, please attach all back-up including copies of issued permits and receipts by clicking the “Choose Files” button and then click “Validate Remittance”. If you did not collect any Road Fee Remittances this Quarter, please select “No Deposits Collected” and then click “Validate 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**

**No Deposits Collected**

Click here to upload remittance file not to exceed maximum file size 25MB.

Upload Remittance File 
Remittance Excel File

Click here to upload Permits, Receipts, and other documents not to exceed maximum file size 25MB. Multiple files can be selected and uploaded.

Choose Files

Previous Page
Validate Remittance

- Please review the extraction from the Excel schedule that Road Fee collection is correct. After verifying the entries, select the checkbox “I agree that the information provided is true and correct” then click **Submit Remittance**.

### Road Fee Remittance Detail

First Name: John

Last Name: Doe

Email: jdoe@county.com

Phone: 7145555555

City: .

Submitting for: 2023, FY Q3: January - March

Total Deposit Amount: \$5700.00

Fee Program(s)	Unit Type(s)	No. of Dwelling Units	Square Footage	Deposit Amounts	ADUs	Demo Credits
FCPP Zone 4	Single-Family Dwelling	1		\$5000	No	No
FCPP Zone 6	Commercial		200	\$200	No	Yes

The above table represents Road Fees applicable through June 30 for the Fiscal Year and Quarter selected. Per County Resolution #14-053, Road Fees are annually adjusted on July 1.

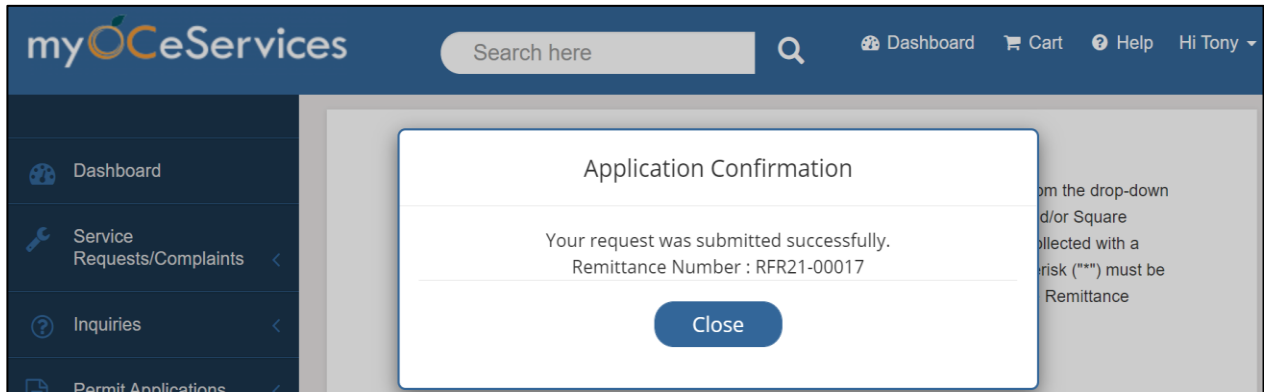
I agree that the information provided is true and correct.

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

## ONLINE ROAD FEE REMITTANCE SYSTEM USER GUIDE

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



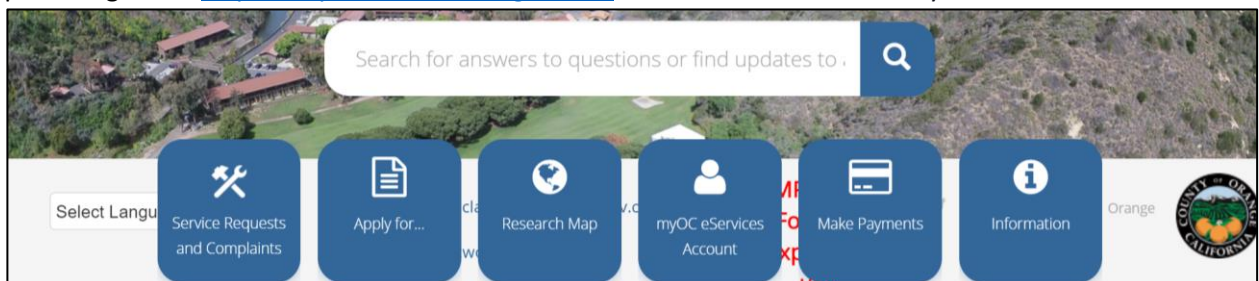
- To review past submissions, please select **Road Fee Remittance Detail** and click on the Remittance Number you would like to review.

City Remittances	RFR23-00012	Tony	Messiha	Submitted		2023	September
New							
Road Fee Remittance Detail	RFR23-00014	Tony	Messiha	Submitted		2023	FY Q1: July - September
							FY Q2: October - December

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



- 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.ocgov.com> and click on the "Make Payments" selection.



## ONLINE ROAD FEE REMITTANCE SYSTEM USER GUIDE

- 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**.

The screenshot shows the 'Invoice Number' search interface. At the top, there is a search bar with the placeholder text 'Enter invoice number(s); separate by commas (,) for multiple num' and a 'Search' button. Below the search bar, a message reads: 'Please select item(s) from the list below and select "Checkout" to continue with your payment.' Underneath, the 'Payment Source' is set to 'Credit Card'. The 'Cart Items' section features a table with columns for 'Select', 'Expand/Collapse', and '\$ Amount'. One item is listed with a checked 'Select' box and a '\$ Amount' of '\$95,400.00'. Below the table, the 'Payment Amount' is displayed as '\$95,400.00' and a 'Checkout' button is visible.

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

The screenshot displays the 'Cart Summary' page. It shows the 'Payment Source' as 'Credit Card / Bank Account' and the 'Amount' as '\$95,400.00'. A note states: 'Note: When you click the Enter Payment Details button, you will be directed to a secure payment page outside of myOCeServices to enter your payment information. To complete the payment process successfully, please do not click your browser back button.' A blue 'Enter Payment Details' button is located at the bottom of the summary.

- Please enter all billing information and scroll down to hit **Next**.

The screenshot shows the 'Billing' step of the payment process. The 'Billing Information' section contains fields for 'First Name \*' and 'Last Name \*', both marked as '\* Required field'. To the right, the 'Your Order' summary shows a 'Total amount' of '\$95,400.00'. Navigation tabs at the top include 'Billing', 'Payment', 'Review', and 'Receipt'.

- Complete credit card information and click **Next** or click **Back** to go to previous page.

The screenshot displays the 'Payment' step. The 'Payment Details' section includes a 'Card Type \*' dropdown with options for 'VISA Visa', 'Mastercard', and 'Amex'. Below this are fields for 'Card Number \*', 'Expiration Month \*', and 'Expiration Year \*'. At the bottom of this section are 'Back' and 'Next' buttons. The 'Your Order' summary on the right shows a 'Total amount' of '\$95,400.00'. Navigation tabs at the top include 'Billing', 'Payment', 'Review', and 'Receipt'.

## ONLINE ROAD FEE REMITTANCE SYSTEM USER GUIDE

15. Review the payment 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 highlighted), and 'Receipt'. The main content area is divided into three sections: 'Billing Address', 'Payment Details', and 'Your Order'. The 'Billing Address' section shows the name 'John Doe' and the address '555 Main St, Santa Ana, California, 92080, United States of America', with an 'Edit Address' button. The 'Payment Details' section shows 'Card Type: Visa', 'Card Number: xxxxxxxxxxxx1', and 'Expiration Date: 06-202'. The 'Your Order' section shows a 'Total amount' of '\$95,400.00'. At the bottom, there are 'Back' and 'Pay' buttons.

16. You will be able to review of your receipt and have the option to print.
17. 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 highlighted). 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', 'Billing Information', and 'Payment Details'. The 'Receipt' section shows the date '06-11-2021' and the order number 'LMS\_TM938\_95400.00\_2021-06-11T23:13:45Z'. The 'Billing Information' section shows the name 'John Doe' and the address '555 Main St, Santa Ana, California, 92080, United States of America'. The 'Payment Details' section shows 'Card Type: Visa', 'Card Number: xxxxxxxxxxxx1111', and 'Expiration Date: 06-2022'. The 'Total amount' is '\$95,400.00'. At the bottom, there are 'Print' and 'Return to Website' buttons.

18. You will then receive a copy of the Receipt in your email inbox when the payment is reviewed.