# Locating an invoice number in iMS

1. On your permit, click the "Details" button on the "Charges/Fees" tile.



2. Locate the unpaid fees.

| | Date/Units | Amount | Payments |
|---|---|---|---|
| | 07/15/2024 | $100.00 | ($100.00) |
| | 07/15/2024 | $1.00 | ($1.00) |
| | 07/15/2024 | $250.00 | ($250.00) |
| | 07/15/2024 | $25.00 | ($25.00) |
| Fee | 07/15/2024 | $300.00 | $0.00 |
| | | $676.00 Charges | ($376.00) Payments |

3. Hover your cursor over the invoice icon to get your invoice number. This is the number you will need to enter in the Payment Center.



PP00001370X:01

The invoice number ends with "X." Do not include anything after the X (i.e. :01).