

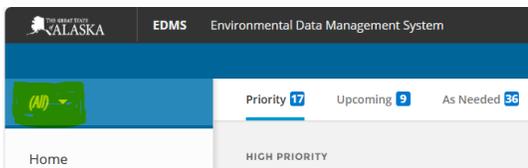
How to Download and Pay an Invoice from EDMS

-Do you have an EDMS account, linked to your site?

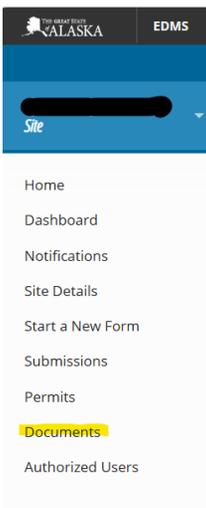
- If not, go back to the EDMS Help website, and follow instructions for “External Sign Up Instructions” then “Linking a Site to your EDMS account.”

-Sign into EDMS.

-On the upper left side of the window, click the down arrow and choose your site. If you only have one site associated with your account, it may already be selected.

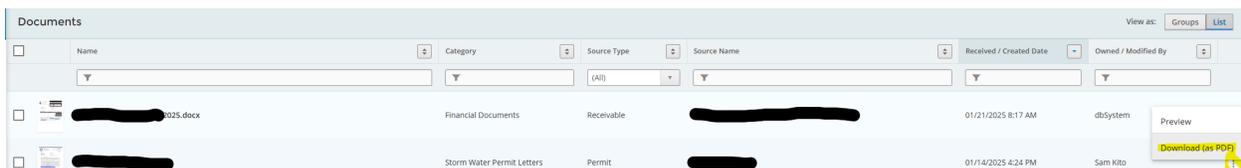


-In the navigation pane on the left, find “Documents” near the bottom.



-In the Documents list, all documents associated with your site are displayed. You may sort by name, however filtering by Category “Financial” or sorting by date is often more effective. Invoices typically are named beginning with the permit number, ending with the calendar year.

-Click the three dots at the right of the row containing your invoice, and choose “Download as PDF”



-To pay an invoice, click on “Financials” in the navigation pane at the left. Your financial history in EDMS will be displayed. Records with an amount due can be checked at the left, which causes a green “Pay Selected” button to appear at the bottom of the screen allowing you to pay online. To pay offline, you can choose to “Open” a record and choose to “Generate Payment Voucher” which creates a voucher to be mailed with a check.

Financials Search

Description	Reference #	Date	Due Date	Total Amount	Amount Due	
[REDACTED]	[REDACTED]	[REDACTED]	01/21/2025	\$735.00	\$735.00	Open
[REDACTED]	[REDACTED]	[REDACTED]	01/02/2024	\$735.00	\$0.00	Open
[REDACTED]	[REDACTED]	2023-LF	01/28/2023	\$0.00	\$0.00	Open
[REDACTED]	[REDACTED]	[REDACTED]	12/28/2022	\$735.00	\$0.00	Open

-Payments may also be made by telephone at the number listed on your invoice, (907) 269-0484. Please have the invoice/reference number ready along with your site name, both found on the invoice. Online payments are preferred.