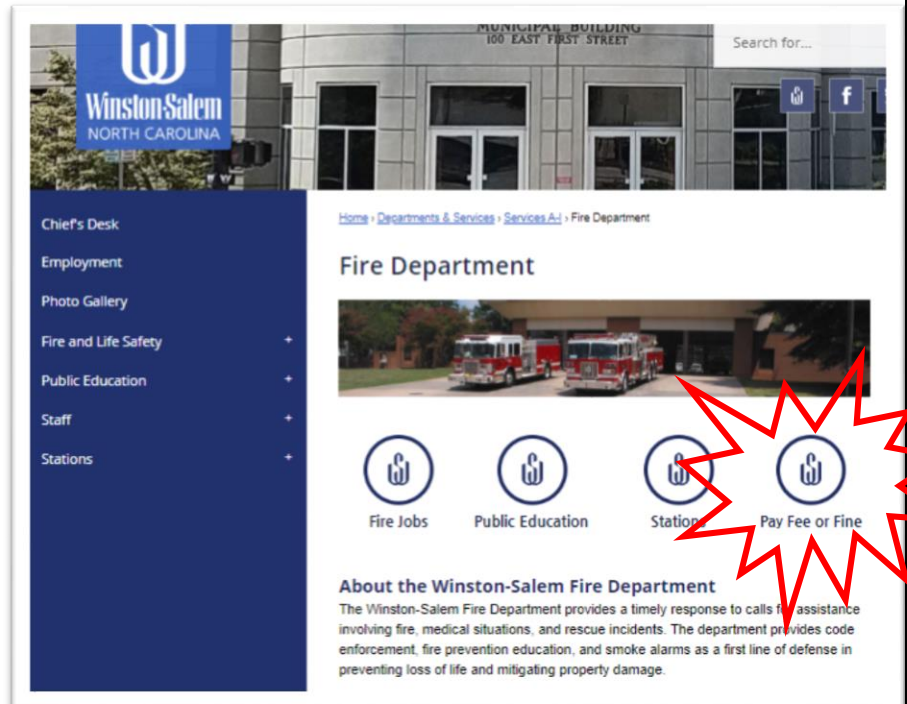


# Pay WS Fire Department payments online

1. Go to **www.cityofwsfire.org**.
2. Click the link: **Pay Fee or Fine**



3. Choose the appropriate payment type for **“Request Type”**
4. Complete all red star (\*) sections of form → Click **“Continue”**
5. Attach additional documents (if any) → Click **“Submit & Pay Fee on Secure Site”**

The screenshot shows the 'City of Winston-Salem Fire Permit Payment Page'. The form is titled 'Customer and Project Information Entry - (one request at a time)'. It contains several fields for user information, including 'Request Type' (Inspection - Foster Home, Adoption, Adult Care, Group Home, R), 'First Name' (Joe), 'Last Name' (Everybody), 'Company', 'Address 1' (100 E First St), 'Address 2', 'City' (Winston-salem), 'State' (NC), 'Zip' (27101), 'E-Mail' (plans@cityofws.org), 'Phone' (336-734-1290), and 'Fax'. There are also fields for 'Building Permit Number', 'Project/Business Name' (Everybody Foster Home), 'Project Address 1' (100 E First St), and 'Project Address 2'. A 'Continue >' button is visible at the bottom of the form. Below the form is an 'Upload Documents - (for this project)' section with a 'Browse...' button and 'Upload Rules' listed: 1. Please upload only PDF documents. 2. You may upload up to 10 files maximum. 3. Filesize limit is 10 megabytes. At the bottom, there are buttons for '<< Back to Make Changes' and 'Submit & Pay Fee on Secure Site >'.

6. Enter credit card information → Click **Process Transaction**

The screenshot shows a credit card payment form. It includes a warning: 'To avoid duplicate payment transactions, do not reattempt your payment. If you do not receive a confirmation number, please contact CityLink at 336.727.8000.' The form has fields for 'Amount : \$50', 'Card Holder Name:', 'Credit Card #:', 'Expiration:' (mm/yy), and 'CVV/CVC:'. There are 'Help' links next to the Card Holder Name, Credit Card #, and CVV/CVC fields. A note at the bottom states '\* Indicates : Required field'. At the bottom of the form, there are buttons for '<< Back' and 'Process Transaction'. Below the form, there are logos for 'We Accept:' (Discover, Visa, Mastercard) and 'TRUSTCOMMERCE'.

- A confirmation letter will be sent to the e-mail you provided.
- Payments requesting an inspection will be sent to the corresponding Fire Inspector, who will then contact you at the phone number you provided.