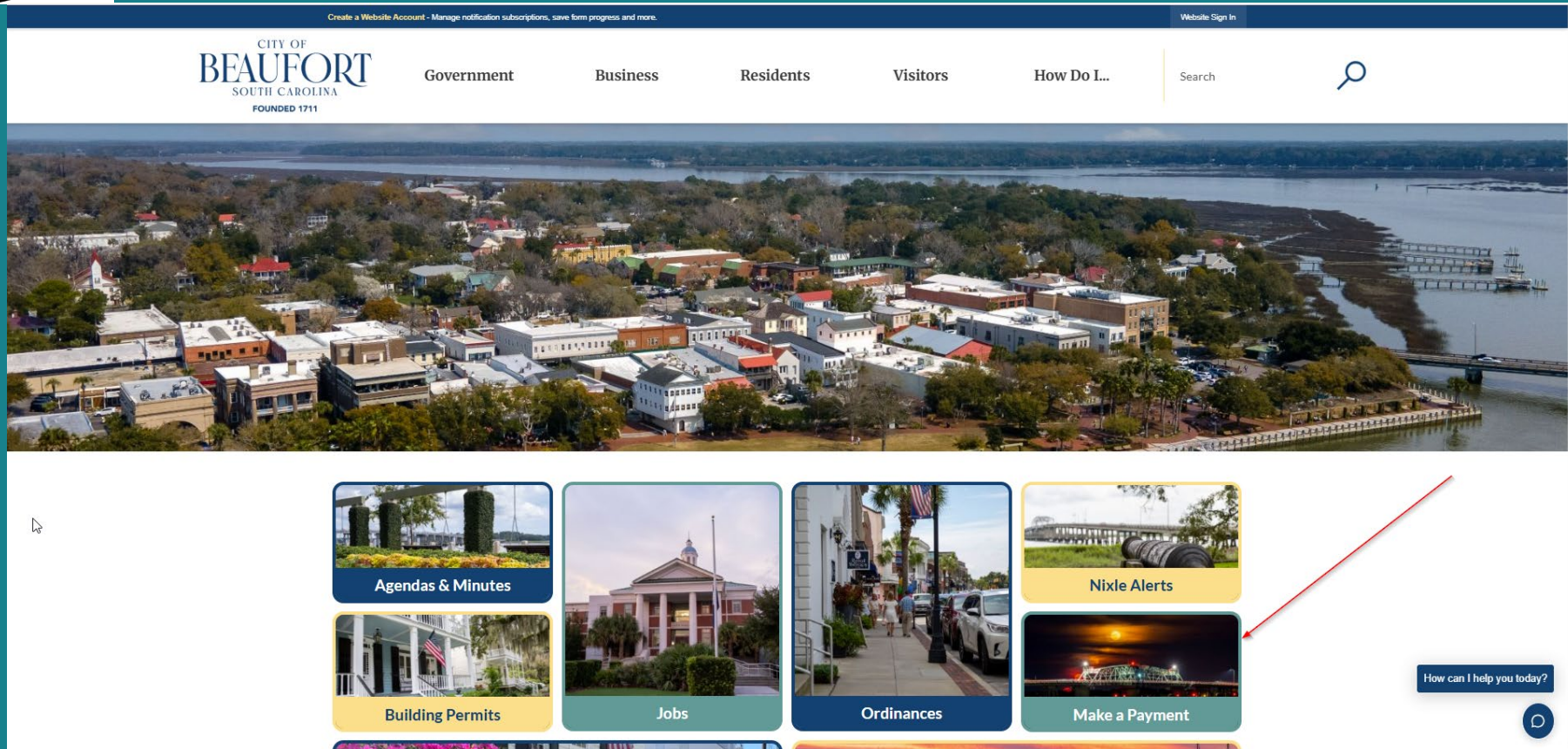




Citizens Self Service Payment Processing



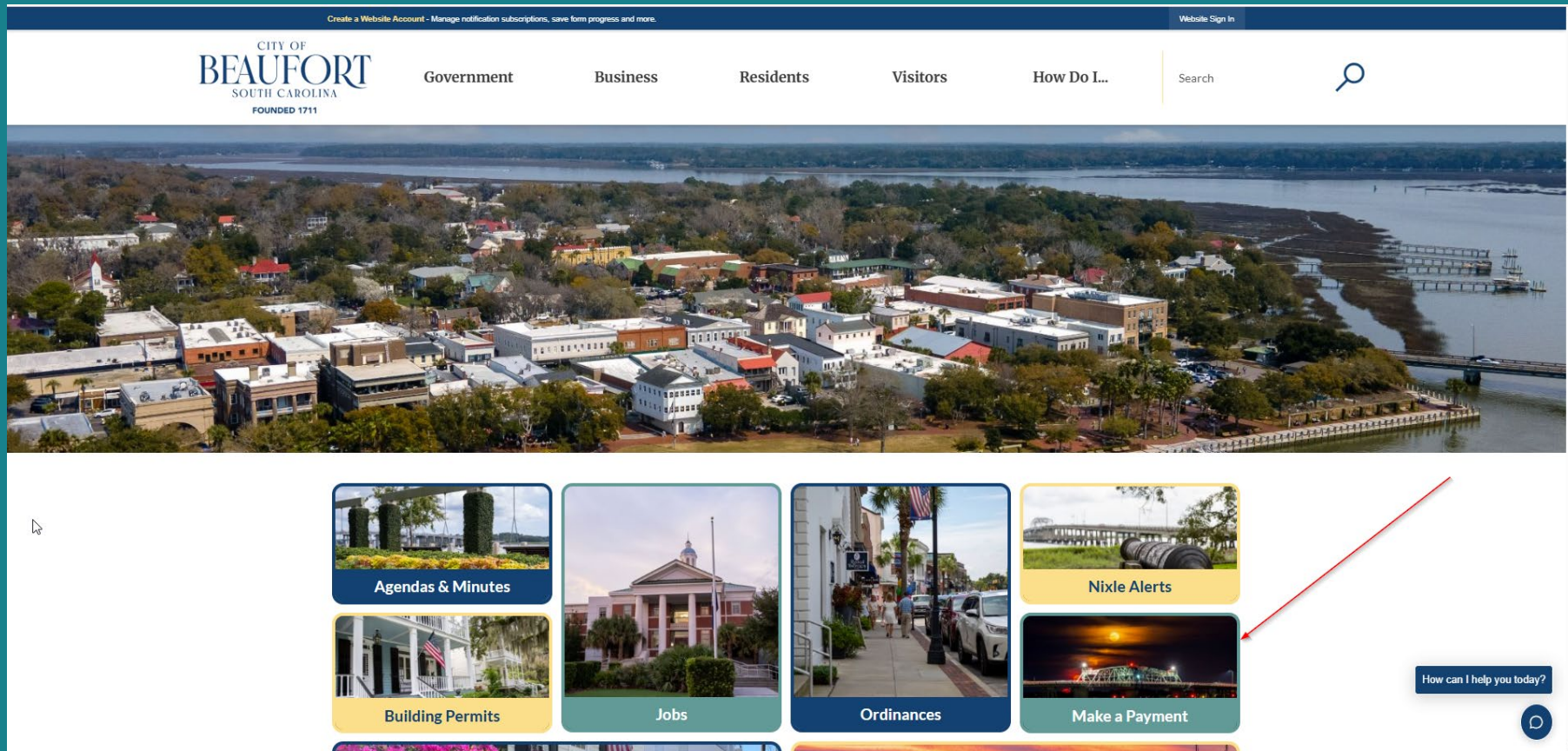


Citizens Self Service Payment Processing

1. Go to cityofbeaufort.org
2. Select "Make a Payment"
3. Select payment type
4. Review and accept terms
5. Select Log in or Create an Account
6. Send and receive email with access code
7. Enter access code
8. Select Payment Type



1. Go to cityofbeaufort.org
2. Select “Make a Payment”





3. Select payment type

[Create a Website Account](#) - Manage notification subscriptions, save form progress and more.

[Website Sign In](#)

[Home](#) > [How Do I...](#) > [Make A Payment](#)

Make A Payment

Welcome to the City Online Payment Portal

To make a payment using our convenient online payment portal, please select from the category on the left pane of this page. If you do not wish to use our online payment option, you may pay in person or mail your payments to the applicable address below.

NOTE: Due to a system upgrade users are now required to re-register their accounts.

Please select "Register for a New Account" on the Payment Portal login page and follow the instructions to complete the process. Thank you for your understanding and we apologize for this inconvenience. Please contact Business License Administration at 843-525-7025 if you have any questions or issues.

Business License, Hospitality & Accommodations Taxes, Permits & Inspections Fees	Parking Tickets	Traffic Fines & Court Fees	Beaufort Pride of Place
City of Beaufort 1911 Boundary Street, 1st Floor Beaufort, SC 29902	Park Beaufort 500 Carteret Street, Suite B Beaufort SC 29902	City of Beaufort Municipal Court 1901 Boundary Street Beaufort, SC 29902	City of Beaufort - Pride of Place Finance Department 1911 Boundary Street, 2nd Floor Beaufort, SC 29902
Phone: 843-525-7025	Phone: 843-379-9330	Phone: 843-525-7036	Phone: 843-525-7010

FAQs - Official Payments

- [Who is Official Payments?](#)
- [What are the advantages of using Official Payments?](#)
- [What are the benefits of using the online payments system?](#)
- [How do I earn card reward points?](#)
- [Why is there a convenience fee and why I am paying for it?](#)

- [Will I be able to view the convenience fee before submitting my payment?](#)
- [How safe is Official Payments system?](#)
- [Will I receive confirmation of my payments?](#)
- [Who do I call if my payment does not appear on my card or bank statement?](#)

[View All FAQs](#)



4. Review and accept terms

Beaufort Pride of Place

Business License

Hospitality & Accommodations Tax

Miscellaneous Payments

Parking Tickets

Permits & Inspections

Traffic Fines & Court Fees

[No Title]

[Home](#) > [How To Use](#) > [Make A Payment](#) > Business License

Business License Payment

As a convenience, business license renewals, hospitality taxes and accommodations taxes can now be filed and paid online. Customers also have the option to remit payment by mail or in person.

You can use: American Express, Visa, Master Card, Discover Card, or eCheck for payment.

Convenience fee

Please note there is convenience fee involved if you choose to pay online. This fee is set and retained by the payment processing vendor enabling the transaction. The City of Beaufort receives no portion of the convenience fee.

Maintenance activity

Online payment information may not be available at certain times due to system maintenance. If your transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by the due date. Delays caused by unavailability of any online service does not warrant the reversal of late fees.

To make your payment you will be directed to our payment processing vendor website. The City of Beaufort takes no responsibility for and exercises no control over:

Accuracy, non-city sites, trademark compliance, copyright, privacy policies, legality of material contained on those sites, or the views that may be represented.

Instructions

- Access directions for [Portal Registration \(PDF\)](#) for the payment process.
- Access directions for [Annual Business License Filing and Payment \(PDF\)](#) for the payment process.

Representation of authority to view taxpayer information and waivers of confidentiality

By accessing this online service, the user represents that he/she is the taxpayer or is properly authorized by the taxpayer to view the past and present confidential business income and business license tax information of the taxpayer. The user, as the taxpayer or as the authorized agent for the taxpayer, also agrees to fully waive any and all confidentiality rights or protections provided to the taxpayer, including those under SC Code § 6-1-120 and Beaufort County City Code § 7-1016, in connection with the viewing or use of all information, further agrees to hold harmless the City of Beaufort and its agents for allowing access to all information.

I understand this notice and represent that I am authorized to view such information and to waive (and do hereby waive) any and all confidentiality rights or protections offered to the taxpayer under the law and as described.



If you agree to these terms **please click accept** to continue with payment process.



Accept

Decline

Convenience Fees

Official Payments, the credit card processing vendor, will charge a convenience fee for all payments when a debit or credit card or eCheck is used online. All online users will pay Official Payments a service fee of **2.85%** of the payment amount with a minimum service fee of **\$2.05** per payment transaction when debit or credit cards are used. The service fee for each eCheck is **\$2.05**.

Disclaimer

The information contained on this site is provided by the City of Beaufort Finance Department to assist in research of tax information and to accommodate online payments. The City of Beaufort makes every effort to publish the most accurate information possible, but accuracy is not guaranteed. The information contained herein does not replace information that may be obtained by consulting with the Finance Department. In no event shall City of Beaufort, South Carolina or the consultants of the City of Beaufort, South Carolina be liable for any damages, direct or consequential, from the use of the information contained on this site.



5. Select Log in, Create an Account or select Sign in with your Google, Apple, Microsoft or Facebook account, or Create an Account

[No Title]

Sign in to community access services for City of Beaufort.

Email address

your_email@email_domain.com

☐ Keep me signed in

Next

OR

Sign in with...



[Unlock account?](#) [Help](#) 

Create an account



6. Send and receive email with access code



 jphillips@cityofbeaufort.org

Get a verification email

Send a verification email to
j*s@cityofbeaufort.org** by clicking on "Send
me an email".

[Send me an email](#)

[Verify with something else](#)

[Back to sign in](#)

One-time verification code



Community Access Identity <noreply@identity.tylerportico.com>
To  Jay Phillips

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.



Hi Jay,

You are receiving this email because a request was made for a one-time code
that can be used for authentication.

Please enter the following code for verification:

437818

If you believe you have received this email in error, please disregard.

This is an automatically generated message from Community Access. Replies are not monitored or
answered.



7. Enter access code and select Verify



jphillips@cityofbeaufort.org

Verify with your email



Haven't received an email?
[Send again](#)

We sent an email to **j***s@cityofbeaufort.org**.
Enter the verification code in the text box.

Enter Code

Verify

[Verify with something else](#)

[Back to sign in](#)



8. Select payment type

 **BEAUFORT**
SOUTH CAROLINA

 (0) 

Welcome to Citizen Self Service

Announcements

Online Payment Customers,
To link your payment account to a business license contact by phone 843-525-7025, or by email buslicense@cityofbeaufort.org
To link your payment account to a construction permit application contact by phone 843-525-7049, or by email permits@cityofbeaufort.org
For issues related to system access contact user support at (843) 525-7071 or by email jphillips@cityofbeaufort.org.

Profile Information

Profile information not found.

Business License Accounts

 PROJECTS PLUS (3324)

Home

Citizen Self Service

Business License

General Billing

Other Services

Permits and Inspections



Select Bills or Enter Filing

BEAUFORT
SOUTH CAROLINA

Business License

Linked Accounts

Select an account to work with.

Account ID	DBA Name	Location	Status	Details
3324	PROJECTS PLUS	100 FRANCIS MARION CIR	ACTIVE	Account Bills Enter Filing

Home

Citizen Self Service

Business License

Accounts

Contact Us

General Billing

Other Services

Permits and Inspections



Select Pay Bill

[No Title]

BEAUFORT SOUTH CAROLINA

Shopping cart icon (0)

Document icon

User icon

Business License

All Bills

Account ID

3324

DBA Name

PROJECTS PLUS

Location

100 FRANCIS MARION CIR
LADYS ISLA SC 29907

2 Bill(s) found

bill years 2021 to 2029 only

Location	Owner	Account ID	Cycle/Month/Year	Category	Type	Details
100 FRANCIS MARION CIR	PROJECTS PLUS	3324	TEMP, 1 2025	CONTRACTOR	CONT	Details Pay Bill
100 FRANCIS MARION CIR	PROJECTS PLUS	3324	TEMP, 1 2025	CONTRACTOR	CONT	Details Pay Bill

Home

Citizen Self Service

Business License

Accounts

Account Details

Owner Information

Filing

All Bills

Contact Us

General Billing

Other Services

Permits and Inspections

11



Select Review Cart or Checkout

BEAUFORT
SOUTH CAROLINA

Business License

All Bills

Business License 101716 was added to your shopping cart.
To proceed with payment, click "My Cart" then click "Checkout".

Account ID

3324

DBA Name

PROJECTS PLUS

Location

100 FRANCIS MARION CIR
LADYS ISLA SC 29907

2 Bill(s) found

bill years 2021 to 2029 only

Location	Owner	Account ID	Cycle/Month/Year	Category	Type	Details
100 FRANCIS MARION CIR	PROJECTS PLUS	3324	TEMP, 1 2025	CONTRACTOR	CONT	Details Pay Bill
100 FRANCIS MARION CIR	PROJECTS PLUS	3324	TEMP, 1 2025	CONTRACTOR	CONT	Details Pay Bill

Business License 101716 \$130.50

Total: \$130.50

Review Cart

Checkout

Citizen Self Service

Business License

Accounts

Account Details

Owner Information

Filing

All Bills

Contact Us

General Billing

Other Services

Permits and Inspections



Review Cart, Remove or Pay

**BEAUFORT**
SOUTH CAROLINA



Shopping Cart Review

Cart Contents

BUSINESS LICENSES

	Due	Being Paid	
Business License 101716	\$130.50	\$130.50	remove
Subtotal	\$130.50	\$130.50	
Total	\$130.50	\$130.50	

ClosePay

- Home
- Citizen Self Service
- Business License
- General Billing
- Other Services
- Permits and Inspections



Enter payment information. Select credit card or e-check



Payments | City of Beaufort

Enter your payment information

How are you going to pay?

- ☐ Enter new credit card
- ☐ Enter new eCheck

Where should we send your receipt?

Email for receipt*

myemail@email.com

You will not be charged until you review your payment on the next step

[Back](#)

[Continue](#)

Summary

Subtotal \$130.50

An additional fee may be charged based on your method of payment



Enter credit card information

Enter your payment information

How are you going to pay?

☒ Enter new credit card

Card number
1234 5678 9999

MM
01

YYYY
2028

Cardholder name
Card Holder name

Address
123 main street

Billing ZIP code
29902

Security code
1234

☐ Enter new eCheck

Please select or add a payment method

Where should we send your receipt?

Email for receipt*
myemail@email.com

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

Summary

Subtotal	\$130.50
Processing fee	\$4.70
Total	\$135.20



Enter e-check banking information

Enter your payment information

How are you going to pay?

☐ Enter new credit card

☒ Enter new eCheck

Account type
Checking

Customer type
Consumer

Bank name
My Bank

Account number
123456789

Confirm account number
123456789

Routing number
111111111

Confirm routing number
111111111

Name on account
Name on the account

Please select or add a payment method

Where should we send your receipt?

Email for receipt*
myemail@email.com

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

Summary

Subtotal	\$130.50
Processing fee	\$1.95
Total	\$132.45

