



# *City of Imperial Beach, California*

COMMUNITY DEVELOPMENT DEPARTMENT - CODE COMPLIANCE DIVISION

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## **HOW TO PAY AN INVOICE (Administrative Fines)**

1. Go into the City website at [www.imperialbeachca.gov](http://www.imperialbeachca.gov)
2. Click on **Pay**
3. Click on **CSS Portal for All Other Payments**
4. Click on **Pay Invoice**
5. Enter complete Invoice number in **Search for Unpaid Invoice** field, example: **INV-00000123**
6. Click on **Search**
7. Click on **Pay Now** and follow the prompts to enter payment details.