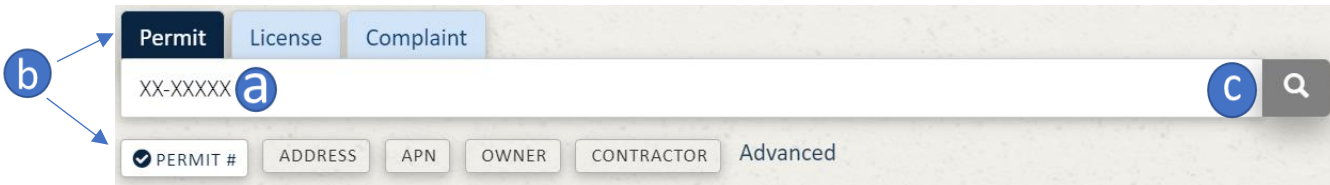# ONLINE PAYMENT INSTRUCTIONS
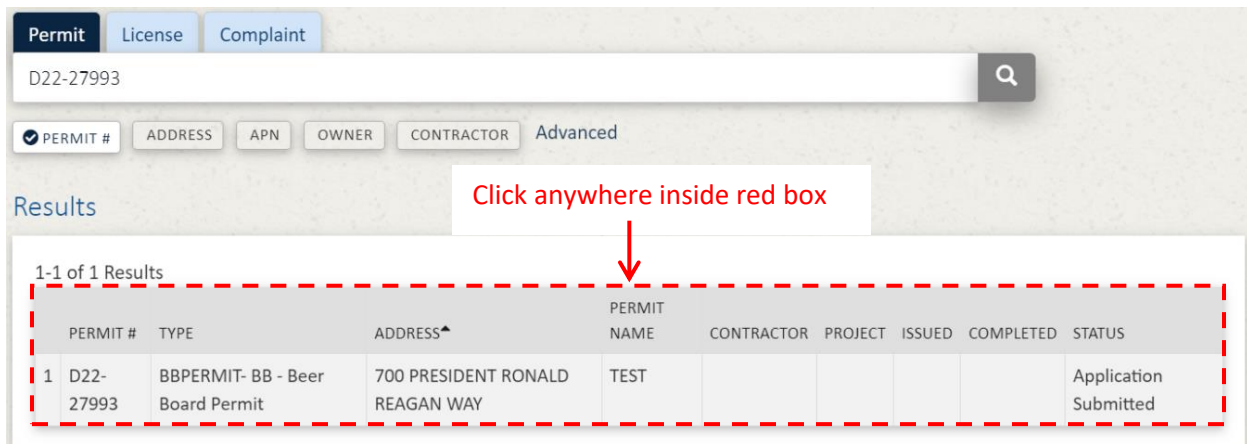
1. **GO TO:** **ePermits | Nashville.gov**

2. On the **HOME PAGE:**

    a. INSERT PERMIT NUMBER: **XX-XXXXX**

    b. CLICK THE **"PERMIT"** TAB ABOVE AND **"PERMIT#"** TAB BELOW THE SEARCH FIELD

    c. CLICK SEARCH (MAGNIFING GLASS)

3. **2ND SCREEN:**

    a. VERIFY INFORMATION IS CORRECT, THEN CLICK ANYWHERE INSIDE THE RESULT FOUND

4. **3RD SCREEN:**

   a. CLICK ON THE GREEN **"PAY NOW"** BUTTON (TOP RIGHT)

Permit Summary		Pay Now
Permit Number	BBPERMIT D22-27993	
Type	BB - Beer Board Permit / BB - Off Site Sales	
Status	Application Submitted	
Expiration Date	Dec 31, 2999	

5. **4TH SCREEN:**

   a. ENTER PAYMENT INFORMATION (∗ required field)

   b. Please enter the information that is currently on file with the bank that issued the card being used.

   c. CLICK ON "**Submit Payment**"

The information being entered on this screen is secure.

Clear fields

VISA · MasterCard · AMERICAN EXPRESS · DISCOVER

Credit Card Number ∗

Expire Date   MM/YYYY ∗   **CVV** ∗

Name on Card ∗

Billing Address ∗

City ∗   **State** Tennessee ∗   **Zip** ∗

Email   **Phone** (__) ___-____ ∗

Permit Summary		
Permit Number	BBPERMIT D22-27993	
Type	BB - Beer Board Permit / BB - Off Site Sales	
Status	Application Submitted	
Expiration Date	Dec 31, 2999	

Fees & Payment		
FEE CODE	DESCRIPTION	FEE AMOUNT
BBAPP	BB - Application Fee	$250.00
	Convenience Fee ∗	$5.75
	Total Fees	$255.75

∗ A 2.3% convenience fee is charged on all credit card transactions. This fee is collected by a third-party processor and Metro does not receive any part of it. By clicking Submit Payment below, you are acknowledging that you understand that the convenience fee will be charged as displayed and agree to pay it.

Cancel   Submit Payment >

NOTE: If an error occurs, contact the issuing agency to verify the correct information. Be advised, the online payment system is managed by a third party and we are not able to fix any errors that may occur.