

Copy Fee Payment Help Instructions

Copy Fee(s)

Step	
1.	Access the Payment Page: <ul style="list-style-type: none">• Scroll to Popular Links section on the Home Page• Click Payments and Copy Requests
2.	Access Pay.gov: Click Copy Requests and Payment for Copy Fees <ul style="list-style-type: none">• Click the U.S. Treasury site link Pay.gov
3.	Complete the Pay.gov Form: <ul style="list-style-type: none">• Click Continue to the Form• Complete all required fields• Under Costs, complete all applicable fields• Once all sections are completed, click Continue
4.	Enter Payment Information: <ul style="list-style-type: none">• Select Payment Type• Click Next• Enter all required Payment Information• Click Review and Submit Payment
5.	If you have not already done so, contact the Clerk's Office at (509) 458-3400 to place your copy order.