

- Go to the link listed at the bottom of your invoice <https://buildaurora.org/citizenaccess/Welcome.aspx>

- If this is your first time accessing this site, In the purple box on the right side of the page, click 'Register for an Account' and continue the registration process.
- If you have already created account, login into your account.

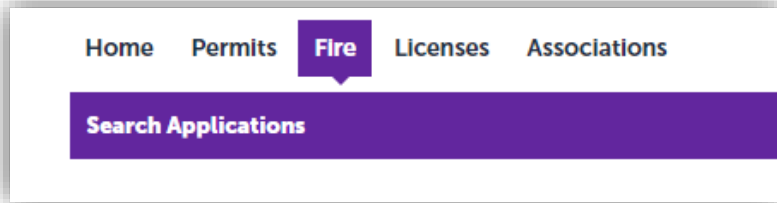
New Users: Register for an Account

Login

⚠ User Name or Email:

⚠ Password:

Login »



- After you have created your account, log in and click on the 'Fire' tab located in the middle of the page

- Enter the complete Record # listed on your invoice, in the 'Record Number' field in the General Search section.

General Search

Record Number:

Record Type:

Start Date:

End Date:

- Change the 'Start Date' in the General Search to **01/01/2015**, (This is to capture the start date of the inspection record not the start date of the inspection)

- Click 'Search'

Search

- Once redirected, click the 'Payment' tab and choose the drop-down option for 'Fees'

Record Status: Active

Record Info Payments Custom Component

Work Location Fees Trust Account Information

- Click on the red font under the 'Fee' section that states 'Pay Fees'

Fees

Date	Invoice Number	Amount
16/17/2021	2289	\$50.00
Total outstanding fees: \$50.00		

Pay Fees

- Click on the blue button, to view your 'Cart.' Click to enter your Credit Card or Bank Account information, then to complete the transaction and obtain your receipt.

- If additional help is required after following these steps, please contact: Aurora Fire Rescue at 303.326.8999