

**SIGN ADMINISTRATION ONLINE PAYMENT INSTRUCTIONS**

**HOW TO PAY A STATEMENT OR INVOICE ONLINE:**

**STEP 1:** Go to <https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>

**\* IF A LOG IN WAS CREATED PREVIOUSLY, PLEASE CONTINUE TO STEP 5**

**STEP 2:** Select: **First Time User.**

The City of Houston  
Official Site for Houston, Texas

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Public Works and Engineering > Planning and Development Services Division [Contractor Menu](#) [Log Off](#)

**iPermits Customer and Contractor Portal Logon**

**User Actions**

**First Time User? Click here to Register**

[Forgot your User Name or Password? Click here](#)

**iPermits Portal Logon by User-ID or Email**

User-ID:  or Email:

Password:

**STEP 3:** Select **No** to each question.

**Please help us identify the appropriate user registration process.**

Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign, or sprinkler trade contractor?  
Yes:  No:

Are you associated with a Texas state licensed engineering firm?  
Yes:  No:

Do you have a City of Houston iPermits advanced payment account?  
Yes:  No:

**Step 4:** Create a User Profile for a Non-Licensed User. You will receive your user ID and password via email.

Once you receive this information, login at:

<https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>

# SIGN ADMINISTRATION ONLINE PAYMENT

**Step 5:** Click on the Annual Invoice Statement/Bills.

**iPermits Online Service Menu**

Building Permit Applications  
Sign Administration Plan Review Application

Select the desired Customer  
- Use this entry for sales-orders that do not require a License

Purchase a Trade Permit  
Review Your Recent Shopping Cart Entries  
User Project Management - List Maintenance  
Pay for a Houston Permitting Center shopping cart  
Make an Advanced Payment Account Deposit

Enter the Desired Date Range (blank defaults to the last year)  
From 02/22/2022 Thru 02/22/2023 (mm/dd/yyyy)

Review Open Permits  
Review Project History  
Review Plan Review Status  
Review Inactive / Expired Projects  
Review Advanced Payment Account Activity  
View Advanced Payment Account Cross-References  
View Authorized Signatories  
Documents attached to a License

Schedule Inspection  
Check the Status of a Plan Review or Inspection Report on a Project  
Utility Capacity Reservation Application

**Annual Invoice Statements/Bills**

A blue arrow points to the 'Annual Invoice Statements/Bills' menu item, which is highlighted with a red border.

**Step 6:** Enter Statement # and proceed with payment.

**ILMS Annual Invoice/Billing Statement Lookup**  
To make payments against your statement requires you to have the number on the statement as printed by the City.

**Statement #**

The 'Statement #' field and the 'Submit' button are highlighted with a red border.

**Step 7:** Select Begin the Payment Process.

**Step 8:** Check the selection box of the ones that you wish to pay and Make Online Payment via Credit Card or Electronic Check.

**Step 9:** Payment Information.

# SIGN ADMINISTRATION ONLINE PAYMENT

## SIGN ADMINISTRATION INSTRUCCIONES DE PAGO EN LÍNEA

### CÓMO PAGAR UN ESTADO DE CUENTA O FACTURA EN LÍNEA:

**PASO 1:** Ir a [https://www.pdinet.pd.houstontx.gov/ILMS\\_Online\\_Permits/default.asp](https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp)

\* SI YA CREÓ UN PERFIL ANTERIORMENTE, CONTINÚE CON EL PASO 5

**PASO 2:** Seleccionar: **"First Time User"**. (Usuario por primera vez)



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**iPermits Customer and Contractor Portal Logon**

**User Actions**

**First Time User? [Click here to Register](#)**

[Forgot your User Name or Password? Click here](#)

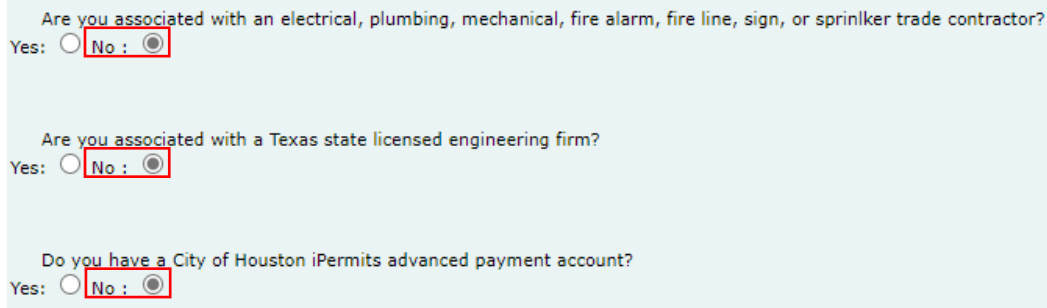
**iPermits Portal Logon by User-ID or Email**

User-ID:  or Email:

Password:

**PASO 3:** Seleccione **No** a cada pregunta.

**Please help us identify the appropriate user registration process.**



Are you associated with an electrical, plumbing, mechanical, fire alarm, fire line, sign, or sprinkler trade contractor?  
Yes:  No:

Are you associated with a Texas state licensed engineering firm?  
Yes:  No:

Do you have a City of Houston iPermits advanced payment account?  
Yes:  No:

**Paso 4:** Crear un perfil de usuario para un usuario sin licencia "Non-Licensed User". Recibirá su ID de usuario y contraseña por correo electrónico.

Una vez que reciba esta información, inicie sesión en:

[https://www.pdinet.pd.houstontx.gov/ILMS\\_Online\\_Permits/default.asp](https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp)

## SIGN ADMINISTRATION ONLINE PAYMENT

**Paso 5:** Seleccione "Pay for a Houston Permitting Center Shopping Cart Number", Pague con su número de carretilla para Houston Permitting Center.

**\*\*POR FAVOR COMUNÍQUESE CON LA ADMINISTRACIÓN DE SIGN AL 832-394-8890 PARA OBTENER UN NÚMERO DE CARRITO DE COMPRAS \*\***

**iPermits Online Service Menu**

Building Permit Applications  
Sign Administration Plan Review Application

Select the desired Customer  
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Purchase a Trade Permit  
Review Your Recent Shopping Cart Entries  
User Project Management - List Maintenance  
**Pay for a Houston Permitting Center shopping cart**  
Make an Advanced Payment Account Deposit

Enter the Desired Date Range (blank defaults to the last year)  
From 02/22/2022 Thru 02/22/2023 (mm/dd/yyyy)

Review Open Permits  
Review Project History  
Review Plan Review Status  
Review Inactive / Expired Projects  
Review Advanced Payment Account Activity  
View Advanced Payment Account Cross-References  
View Authorized Signatories  
Documents attached to a License

Schedule Inspection  
Check the Status of a Plan Review or Inspection Report on a Project  
Utility Capacity Reservation Application

Annual Invoice Statements/Bills

**Paso 6:** Ingrese el estado de cuenta # y proceda con el pago.

**Import a Houston Permitting Center Point of Sale Transmittal**

This feature enables you to import Houston Permitting Center, Point of Sale transmittals to your iPermits account. Enter the shopping cart reference number that is printed at the bottom of the hardcopy document that was provided by the City.

Shopping Cart #  Submit

Reset

**Paso 7:** Seleccione Comenzar el proceso de pago.

**Paso 8:** Marque la casilla de selección de los que desea pagar y Realice el pago en línea con tarjeta de crédito o cheque electrónico.

**Paso 9:** Información de pago.