



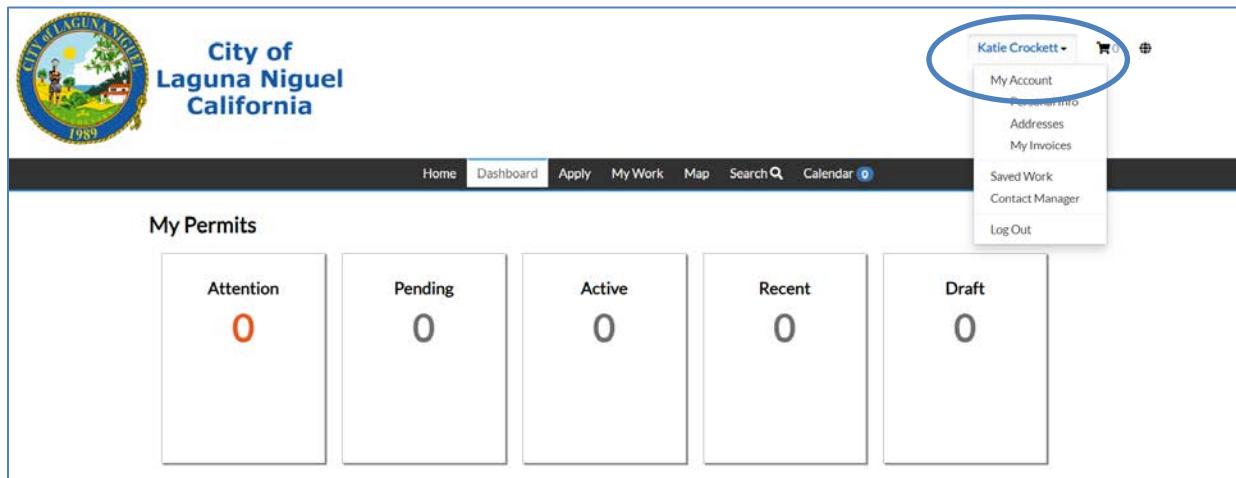
City of Laguna Niguel's New Permit System

How to Add Funds to a Deposit Account

Deposit Accounts are used to pay fees for a number of different permits. Examples include grading permits, some planning discretionary permits, some public works permits, and components of certain building permits.

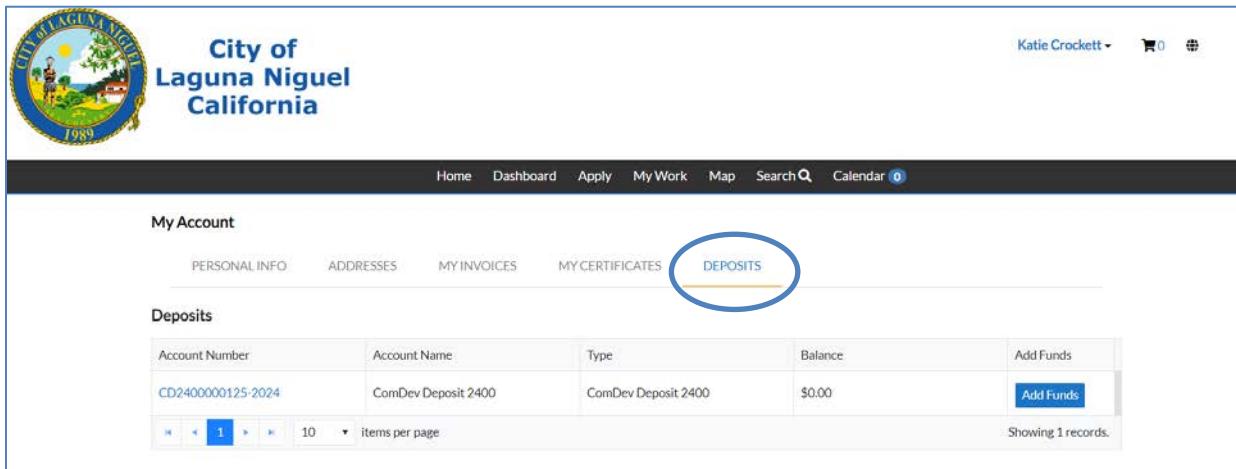
If you are notified by a City staff member that you need to add funds to a deposit account, please complete the following steps:

1. Log in to the Laguna Niguel Permit Center page at: <https://cityoflagunaniguel.org/CSS>, then click on your name at the top right corner.
2. In the dropdown, click on **My Account**.



The screenshot shows the 'My Permits' section with five categories: Attention (0), Pending (0), Active (0), Recent (0), and Draft (0). The 'My Account' dropdown menu is open, listing Personal Info, Addresses, My Invoices, Saved Work, Contact Manager, and Log Out. The 'My Account' option is highlighted with a blue circle.

3. Within the My Account page, click on the **DEPOSITS** tab.



The screenshot shows the 'My Account' page with the 'Deposits' tab selected. The table displays one record:

Account Number	Account Name	Type	Balance	Add Funds
CD2400000125-2024	ComDev Deposit 2400	ComDev Deposit 2400	\$0.00	Add Funds

4. Select the **Add Funds** button next to the correct deposit account. Note that you may have more than one deposit account. If that is the case, please verify with the staff contact who advised you to fund the deposit that you have the correct deposit account number.

5. In the pop-up enter the deposit amount you were directed to deposit in the Amount field and click **Continue**.

How much would you like to deposit?
ComDev Deposit 2400 (ComDev Deposit 2400)

Amount:
\$ 5,000.00

Current Balance:
\$ 0.00

New Balance:
\$ 5,000.00

Continue

6. On the Payments page, select whether you would like to pay by **credit card** or **e-check** and fill in the required fields. (Please note that e-checks are subject to a \$1.95 flat rate processing fee, while credit cards are subject to a 2.35% processing fee.) Then click **Continue**.
7. On the next page, please review the details of your payment, then click **Submit payment**. Your receipt will be emailed to you and is accessible from your Customer Account Dashboard.

If you have any questions or issues adding funds to your deposit account, please contact the staff member who requested the payment for additional instruction.