

# How to Print a Payment Receipt in PLUS

A customer must be logged into their PLUS account to view and print payment receipts in PLUS, but they do not have to be a contact on a record to view that records payment information and receipts. The following steps cover two different scenarios: a customer is logged into PLUS and is a contact on the record, and in the second the customer is logged into PLUS but is not a contact on the record of interest. Note: Receipts are not visible to users not logged into an account.

## Scenario 1 - Logged into PLUS and a contact on the record:

**Step 1.** Click on **My Records**, and then click on the relevant record number in your record list to open the record details.

The screenshot shows the PLUS application interface. At the top, there is a search bar and a navigation menu with tabs: Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, Zoning, and Proffer/Development Condition. Below this is a secondary menu with 'Dashboard', 'My Records' (highlighted with an orange box), 'My Account', 'Advanced Search', and 'External Links'. A blue bar indicates the current section is 'Building'. Below this, there are links for 'Showing 1-10 of 43', 'Download results', 'Add to collection', 'Add to cart', and 'Copy Record'. A table lists records with columns: Submitted, Record Number, Record Type, Address, Project Name, Related Records, Status, and Action. The record 'ELER-2024-00044' is highlighted with an orange box. The Action column for this record includes 'Pay Fees Due', 'Upload Plans', and 'Make Changes'.

**Step 2.** Next, click on the **Payments** tab then **Fees**.

The screenshot shows the PLUS application interface for record details. At the top, there is a search bar and a navigation menu with tabs: Home, Building, Enforcement, Environmental Health, Fire, Planning, Site, Zoning, and Proffer/Development Condition. Below this is a secondary menu with 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The record details for 'Record ELER-2024-00044' are displayed, including 'Residential Electrical' and 'Record Status: Submitted'. A blue bar indicates the current section is 'Record ELER-2024-00044: Residential Electrical'. Below this, there are links for 'Add to cart' and 'Add to collection'. A dropdown menu is open, showing 'Record Info', 'Plan Room', 'Payments', and 'Parcel Information'. The 'Payments' dropdown is highlighted with an orange box, and the 'Fees' sub-tab is selected. Below the dropdown, there is a list of links: 'Record Details', 'Processing Status\*', 'Related Records', 'Attachments', and 'Inspections'. A footnote at the bottom states: '\* For a detailed summary of application progress, to include the names of assigned review staff, click on Reports in the top-right corner of the screen and select Workflow Routing Slip Report.' A blue bar indicates the current section is 'Work Location', and the address '7990 AVERY PARK CT ALEXANDRIA, VA 22306' is displayed. A final blue bar indicates the current section is 'Record Details'.

**Step 3.** Click on **View Details** to open the receipt.

Search... 

Home **Building** Enforcement Environmental Health Fire Planning Site Zoning Proffer/Development Condition

Create an Application Search Applications Schedule an Inspection

**Record ELER-2024-00044:** Add to cart  
Add to collection

Residential Electrical

**Record Status: Submitted**

Record Info ▾ Plan Room ▾ Payments ▾ Parcel Information ▾

Select the Record Info dropdown located above for:  
**Record Details** – See detailed information related to the record.  
**Processing Status\*** – See current status of the application.  
**Related Records** – See any records related to this application.  
**Attachments** – Access your issued permit card and approved plans and documents.  
**Inspections** – Schedule an inspection, view scheduled inspections, view inspection results.

\* For a detailed summary of application progress, to include the names of assigned review staff, click on **Reports** in the top-right corner of the screen and select **Workflow Routing Slip Report**.

**Fees**

**Paid:**

Date	Invoice Number	Amount	
06/06/2024	27296	\$3.86	<a href="#">View Details</a>
06/06/2024	27296	\$386.00	<a href="#">View Details</a>
06/06/2024	27296	\$27.02	<a href="#">View Details</a>

**Total paid fees: \$416.88**

**Step 4.** Click on the **ellipses (...)** in the top right-hand corner and select **Print**.

ACA\_Global\_Receipt\_Report\_4313 - Work - Microsoft Edge

https://plusdev.fairfaxcounty.gov/CitizenAccess/Report/ShowReport.aspx?Module=Building&reportType=PRINT\_...

1 of 1

 Print Ctrl+P

 Full screen

 Settings

 **County of Fairfax, Virginia**  
To protect and enrich the quality of life for the people, neighborhoods and diverse communities

**Payment Receipt**

Receipt: 11440  
Cashier/Public User: PUBLICUSER254

Payment Date: 07/02/2024  
Invoice #: 30239

Application/Record Type: Residential Electrical Record ID: ELER-2024-00044

Fee Description	Qty	Unit	Fee Amount	Amount Paid	Balance Due
Levy Fee	386.00	Dollar Amt	\$3.86	\$3.86	\$0.00
New Residential Service	1.00	Dollar Amt	\$386.00	\$386.00	\$0.00
Technology Surcharge	386.00	Dollar Amt	\$27.02	\$27.02	\$0.00
<b>Subtotal:</b>				\$416.88	\$0.00
<b>Subtotal:</b>				<b>\$416.88</b>	
<b>Balance Due:</b>				<b>\$0.00</b>	

## Scenario 2 - Logged into PLUS and not a contact on the record:

**Step 1.** Enter the record number into the **Global Search** field and click **Enter**. The record details will open. Next, click on the **Payments** tab then **Fees**.

For step-by-step submission details for all building and site permit/plan records in PLUS, visit the new [LDS Permit Library](#).

Home **Building** Enforcement Environmental Health Fire Planning Site Zoning Proffer/Development Condition

[Search Applications](#) [Schedule an Inspection](#)

**Record BLDC-2024-00086: 8402F Old Keene Mill Canopy & Patio**

Commercial New

**Record Status: Waiting for Corrections**

Record Info ▾Payments ▾Conditions 2Parcel Information ▾

Fees

A notice was added to this record on 06/12/2024  
Condition: Asbestos - Verify Year Built Severity: Notice  
Total Conditions: 2 (Notice: 2)

[View Condition](#)

Select the **Record Info** dropdown located above for:

**Record Details** – See detailed information related to the record.

**Processing Status\*** – See current status of the application.

**Related Records** – See any records related to this application.

**Attachments** – Access your issued permit card and approved plans and documents.

**Inspections** – Schedule an inspection, view scheduled inspections, view inspection results.

\* For a detailed summary of application progress, to include the names of assigned review staff, click on **Reports** in the top-right corner of the screen and select **Workflow Routing Slip Report**.

### Work Location

8402F OLD KEENE MILL RD SPRINGFIELD, VA 22152

**Step 3.** Click on **View Details** to open the receipt.

Home **Building** Enforcement Environmental Health Fire Planning Site Zoning Proffer/Development Condition

[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

**Record ELER-2024-00044:** [Add to cart](#)  
[Add to collection](#)

Residential Electrical

**Record Status: Submitted**

Record Info ▾Plan Room ▾Payments ▾Parcel Information ▾

**Fees**

**Paid:**

Date	Invoice Number	Amount	<a href="#" style="border: 1px solid orange; padding: 2px;">View Details</a>
08/08/2024	27296	\$3.98	<a href="#">View Details</a>
08/08/2024	27296	\$386.00	<a href="#">View Details</a>
08/08/2024	27296	\$27.02	<a href="#">View Details</a>

**Total paid fees: \$416.88**

**Step 4.** Click on the **ellipses (...)** in the top right-hand corner and select Print.

ACA\_Global\_Receipt\_Report\_4313 - Work - Microsoft Edge  
https://plusdev.fairfaxcounty.gov/CitizenAccess/Report/ShowReport.aspx?Module=Building&reportType=PRINT\_...

**County of Fairfax, Virginia**  
To protect and enrich the quality of life for the people, neighborhoods and diverse communities

**Payment Receipt**

Receipt: 11440  
Cashier/Public User: PUBLICUSER254

Payment Date: 07/02/2024  
Invoice #: 30239

Application/Record Type: Residential Electrical      Record ID: ELER-2024-00044

Fee Description	Qty	Unit	Fee Amount	Amount Paid	Balance Due
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<b>Subtotal:</b>				\$416.88	\$0.00
				<b>Subtotal:</b>	<b>\$416.88</b>
				<b>Balance Due:</b>	<b>\$0.00</b>