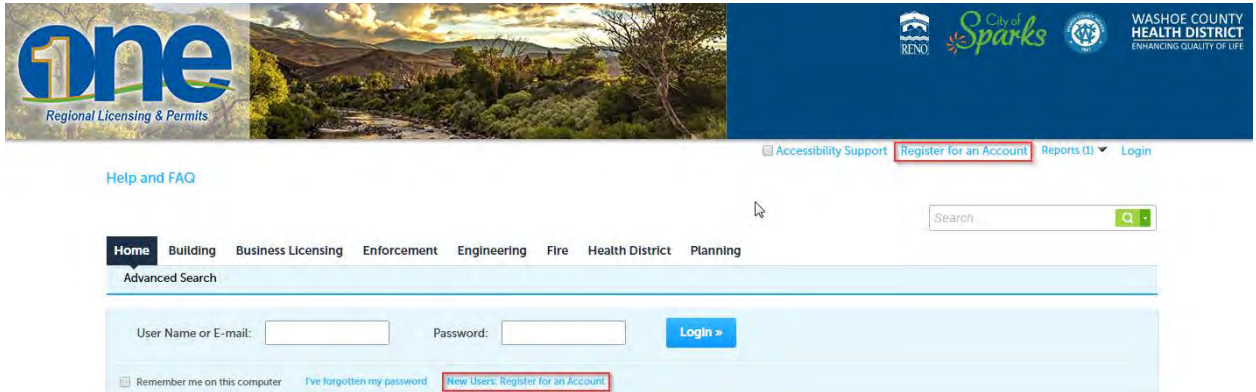


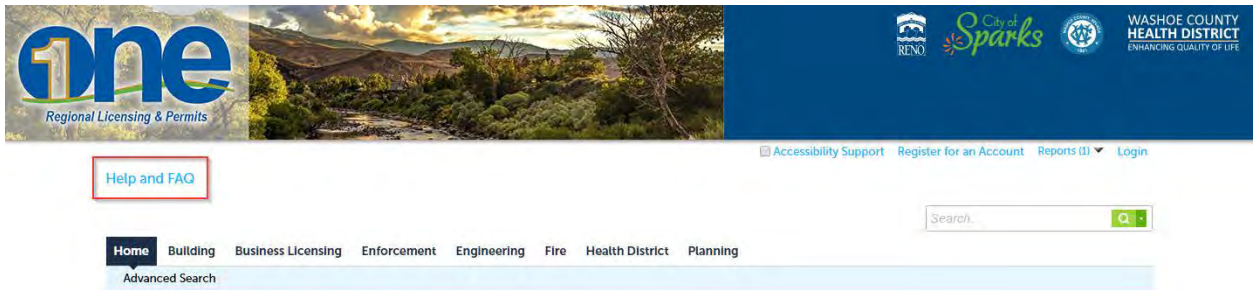
Searching For and Making an Online Payment

1. Open your web browser and navigate to ONE Regional Licensing & Permits: <http://onenv.us>. This will help you get started.
2. To execute an online payment in ONE Regional Licensing & Permits, you must have a registered account. Login to ONE by typing in your user name and password.



The screenshot shows the website's header with the ONE logo and navigation links for RENO, City of Sparks, and WASHOE COUNTY HEALTH DISTRICT. Below the header, there are links for Accessibility Support, Register for an Account (highlighted with a red box), Reports (1), and Login. A search bar is located on the right. The main navigation menu includes Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, and Planning. Below the menu is an Advanced Search section with a search bar. The login form contains fields for User Name or E-mail and Password, a Login button, and links for Remember me on this computer, I've forgotten my password, and New Users: Register for an Account (highlighted with a red box).

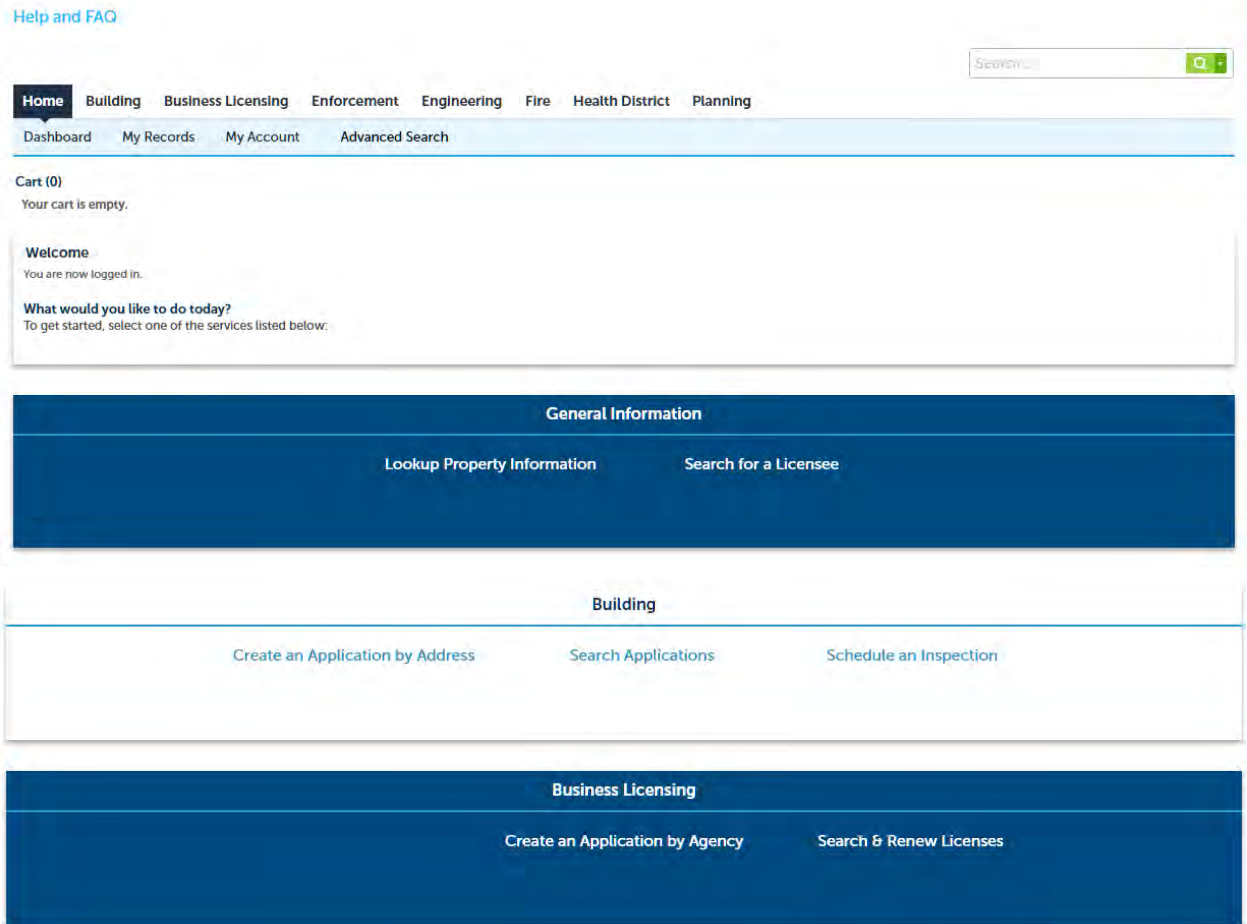
If you do not have a registered account, click the “New Users: Register for an Account” button. For assistance with the registration process, refer to the “Help and FAQ” page.



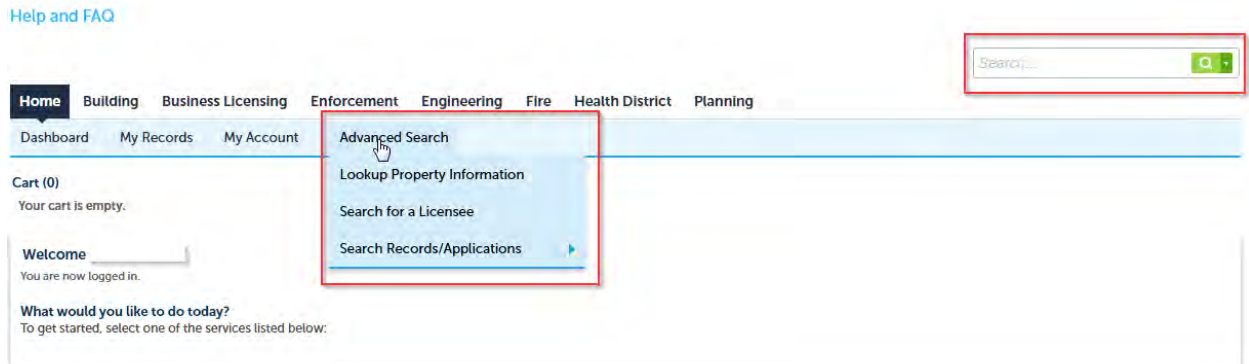
This screenshot is identical to the previous one, but the 'Help and FAQ' link in the top left corner is highlighted with a red box.

Or, if you have forgotten your password, click on the “I’ve forgotten my password” hyperlink underneath the Login information, and fill-out the appropriate fields (i.e. email address and answer to security question) to receive a new password.

- Once you have logged into One Regional Licensing & Permits, a menu of options are available. Scroll down to see information on properties, licenses, enforcement, engineering, fire, health district and planning.



- Whether you want to search a property, license or complaint, users who are logged in can find search options at the top-right corner of the screen as well as under the Home tab.



To search for other records, select the “Building” button.

Home **Building** Business Licensing Enforcement Engineering Fire Health District Planning Public Works

Create an Application by Address **Search Applications** Schedule an Inspection

Records

Show on Map

Showing 0-0 of 0

Date	Record Number	Record Type	Project Name	Address	Status	Action	Agency	Description	Expiration Date	Short Notes
No records found.										

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information

General Search

Search my records only
 Search All Records

Record Number:

Project Name:

Start Date: End Date:

License Type: State License Number:

First: Last:

5. Once you have found and selected the permit or license, a general information page will display the location, fees, and other permit related information.

To view the document, select the highlighted “Record Number”. To pay, click the “Pay Fees Due” button under “Action”.

Home Building **Business Licensing** Enforcement Engineering Fire Health District Planning

Create an Application by Agency **Search & Renew Licenses**

Records

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

Show on Map

Showing 1-1 of 1 | Download results | Add to collection | Add to cart | Copy Record

Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action	Short Notes
WLJC000126A-APP-2016	Annual License Application	test for FAQ	2825 LONGLEY LN A RENO 89502			Pay Fees Due	Test for FAQ

Search for Business License Records

Enter information below to search for business license records.

- Business Address
- License Information

Only limited information about the business license can be viewed by non-license holders.

6. To review the fees assessed to the permit, click on the “Check Out” button. If you have any questions regarding the assessed fees, please contact the appropriate department.

Listed below are the license application fees based upon the information you've entered.

Application/Renewal Fees

TOTAL FEES

Note: This does not include additional fees which may be assessed later.

\$2.26

[Check Out >](#)

7. The next screen will prompt you to either Continue Shopping or Checkout. If you are ready to pay for your fees, click on the Checkout button.
8. Fill out the information. When done, you will receive your payment confirmation.

Payment Options

Amount to be charged: \$2,093.72

- Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

* Exp. Date:

Credit Card Holder Information:

Auto-fill with

* First: Middle: * Last:

Country:

* Street Address:

Street Address 2:

* City: * State: * Zip:

* Phone:

E-mail: