

GUIDE TO PAYMENTS USING HERTFORDSHIRE COUNTY COUNCIL'S PAYMENT PORTAL

PAYMENTS FOR THE RIGHTS OF WAY TEAM

Payments for Temporary Traffic Regulation Orders (TTROs), Landowners Deposits and Public Path Orders should be made using HCC's payment portal.

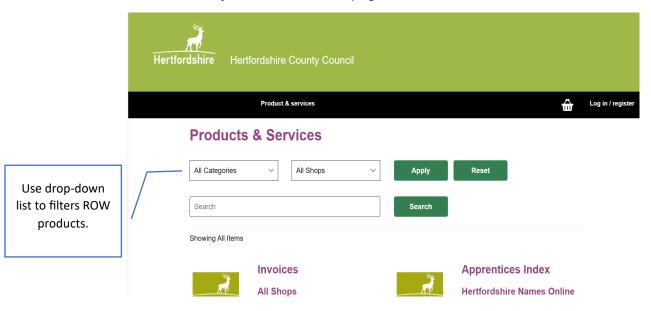
Civica Payments Portal - Products & Services

This is a direct online payment system. Costs and a payment reference should be confirmed with your case officer before a payment is made. If you do not have this information, please contact row@hertfordshire.gov.uk or your Case Officer.

To make a payment

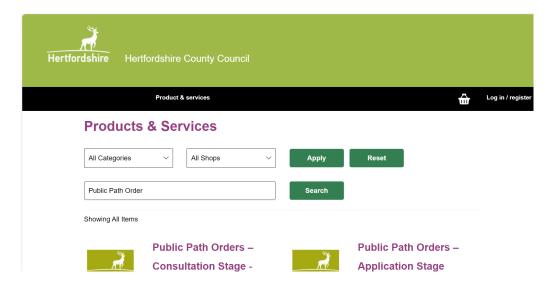
A direct link to the payment page may be provided by your case officer, if not all Rights of Way services can be accessed via the following:

The link above takes you the main Portal page.

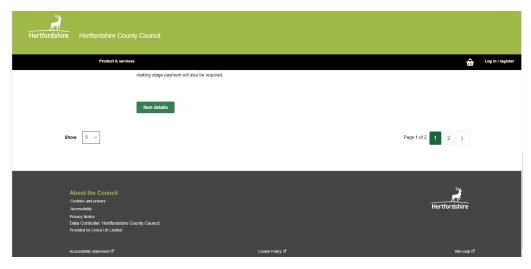


Use the drop-down lists on the All Categories or All Shops fields to filter Rights of Way services and/or type the name of the service into the search bar.





Use the Show icon to list all available services on one page or use the Page tabs to navigate to the correct payment page link.

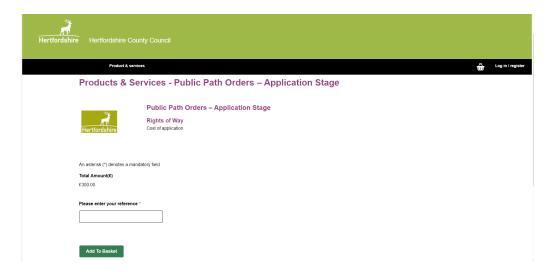


Click the service title to select or click Item Details.

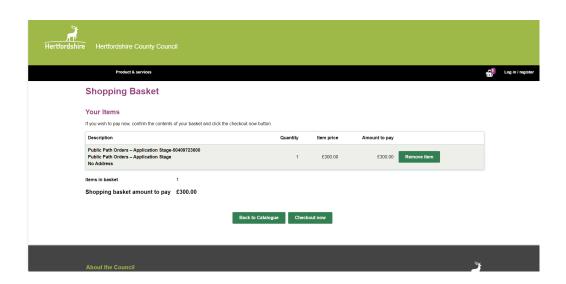
Enter the payment reference in the reference field and click Add to Basket

The payment reference and confirmed cost should have been supplied by your Case Officer. If you have not received and email, please contact row@hertfordshire.gov.uk or your Case Officer.





Go to Checkout and when you are ready to proceed click, Checkout Now and complete your payment.



If you have questions, please contact row@hertfordshire.gov.uk