



HOW TO PAY ONLINE

- Go to Aurora4biz.org
- Go over **"any payment"** a drop down will open
- Then select **"aurora online payment"**
- Then on the left side of the page select **"fee search"**
- Type in invoice number in box that reads **"Invoice/Bill Number"**
- Select search, fee will show up at bottom select view and pay

HOW TO RETRIEVE APPROVED PLANS ONLINE (NO ACCOUNT OR LOGIN REQUIRED)

- Go to Auroragov.org
- Scroll down to the box that says "Property Info"
- Type in address in box starting with ex:
- Go to the bottom of the screen and pick **"My property"**
- Go under **"Public Document Search"**
- Click on **"Documents with this address"**

HOW TO CREATE A NEW ACCOUNT ***If you have an active Contractor License you have an account, please follow **"PASSWORD RESET/FORGOT PASSWORD"** instructions to set password***

- Go to Aurora4biz.org
- Hold cursor on **"Building and Development"**
- Select **"Building Plan Review and Permit Management"**
- Click on **"Click here to create an account"**, follow directions

IF YOU HAVE AN ACTIVE CONTRACTOR LICENSE – SEE BELOW

PASSWORD RESET/ FORGOT PASSWORD

- Go to Aurora4biz.org
- Hold cursor on **"Building and Development"**
- Select **"Building Plan Review and Permit Management"**
- Select **"Forgot Password"**
- Enter your email that is attached to your Contractors License

You will receive an email with instructions, just use the top link, **DO NOT USE THE BOTTOM LINK FOR ANY REASON!** You will be routed back to the login page. Once there, enter the password you want to use, confirm and you are done.

HOW TO UPLOAD PLANS ONLINE

(ONE USER ACCOUNT PER COMPANY)

- Go to Aurora4biz.org
- Hold cursor on **"Building and Development"**
- Select **"Building Plan Review and Permit Management"**
- Select Login and enter your info
- Under Projects select **"My Projects"**
- Find the project you wish to add plans and select the first icon for upload files and pay fees
- Select **"Files"** from the top ribbon
- Choose the document type from the drop down menu, enter document description and comments
- Select file by Browsing
- Select **"Submit"**