



Paying for a Permit Online – Step by Step Guide

Step 1: Go to the Saugatuck Township website: <http://saugatucktownshipmi.gov/>

Step 2: Look for the "ONLINE PAYMENT" option. It's represented by a gold money icon in the quick links carousel on the homepage. You may need to scroll down to find it.

Step 3: Click on "ONLINE PAYMENT." You will be redirected to <https://www.acipayonline.com/index.jsp>. Once there, select "Local Payment" from the four options displayed in the center of the screen.

Step 4: Fill out the following information in the three dropdown menus:

- a. State or Territory: Choose "Michigan".
- b. Payment Entity: Select "Saugatuck, Township of".
- c. Payment Type: Pick "Permits".

Step 5: After entering this information, click the green button that says "Make a Payment."

NOTE: For Rental Certificate payments, select "Temporary/Seasonal Use" for "Permit Type"

Step 6: Enter all the required details and click the green button that says "Continue." In the "Permit Details" section, make sure to input the permit number or project address you are paying for.

Step 7: Review your payment information. If everything appears correct, press the green button that says "Accept." If you find any errors, select the yellow button labeled "Back" to make corrections.

Step 8: If you have an account, log in. If you don't, you can either create an account by clicking the green "Create an Account" button, or proceed as a guest by selecting the green "Continue as Guest" button. Please note that having an account is not mandatory.

Step 9: Complete all the necessary information, verify that you're not a robot, and click the green "Continue" button.

Step 10: After carefully reviewing and verifying the final screen, select "Submit" to make your payment.

If you encounter any difficulties or have questions, don't hesitate to contact the Saugatuck Township office at 269-857-7721. Additionally, they also accept checks or exact cash as payment methods.