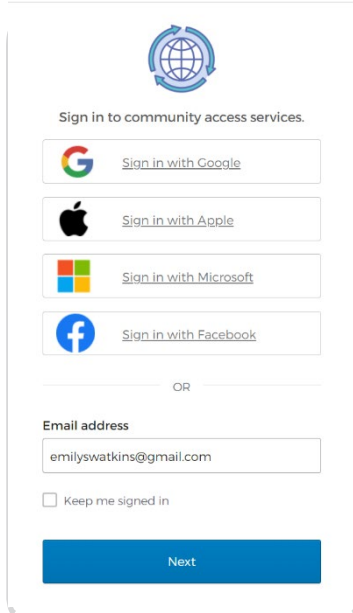


# Pay An Invoice

To get started, go to [loudoun.gov/landmarc](http://loudoun.gov/landmarc) and select Access LandMARC.

## STEP 1

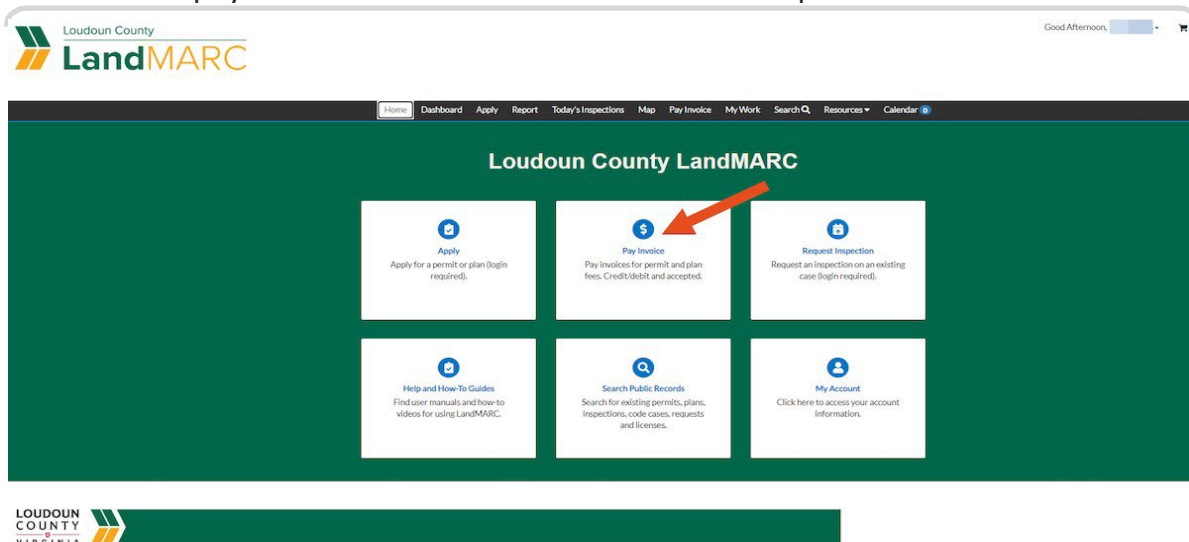
### Log in to Self-Service Public Portal



## STEP 2

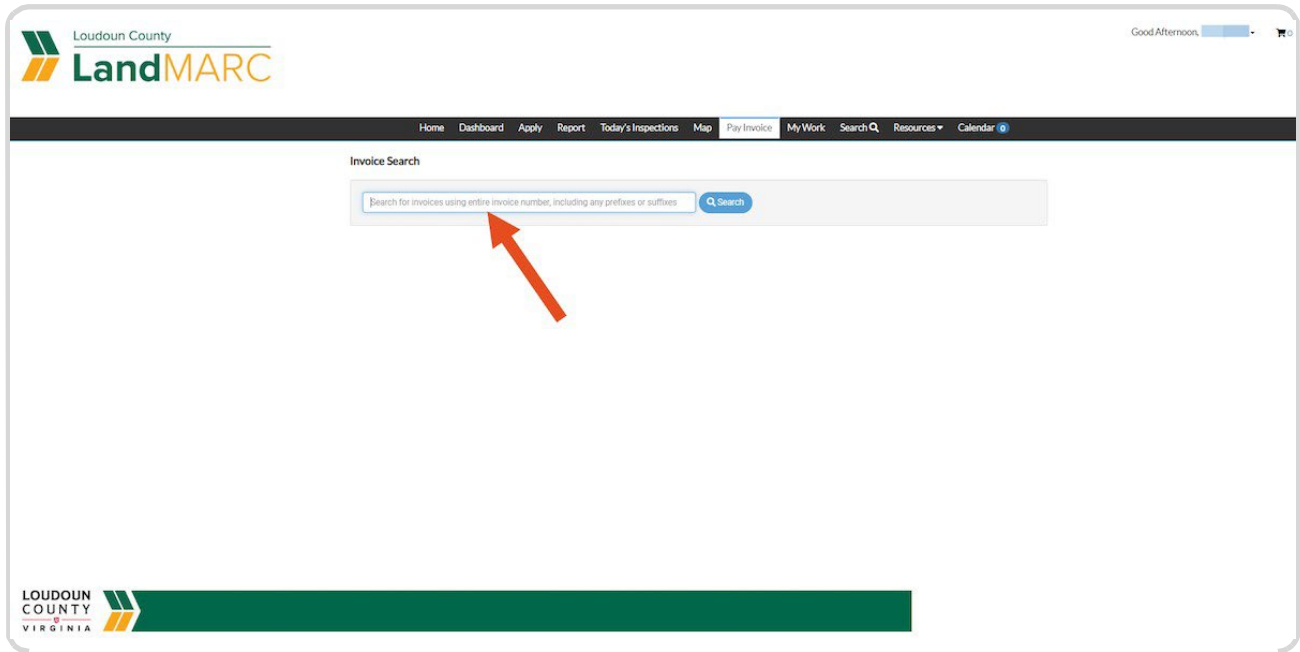
### Select the PAY INVOICES tile

Note: Online payments cannot be made for bonds and proffers.



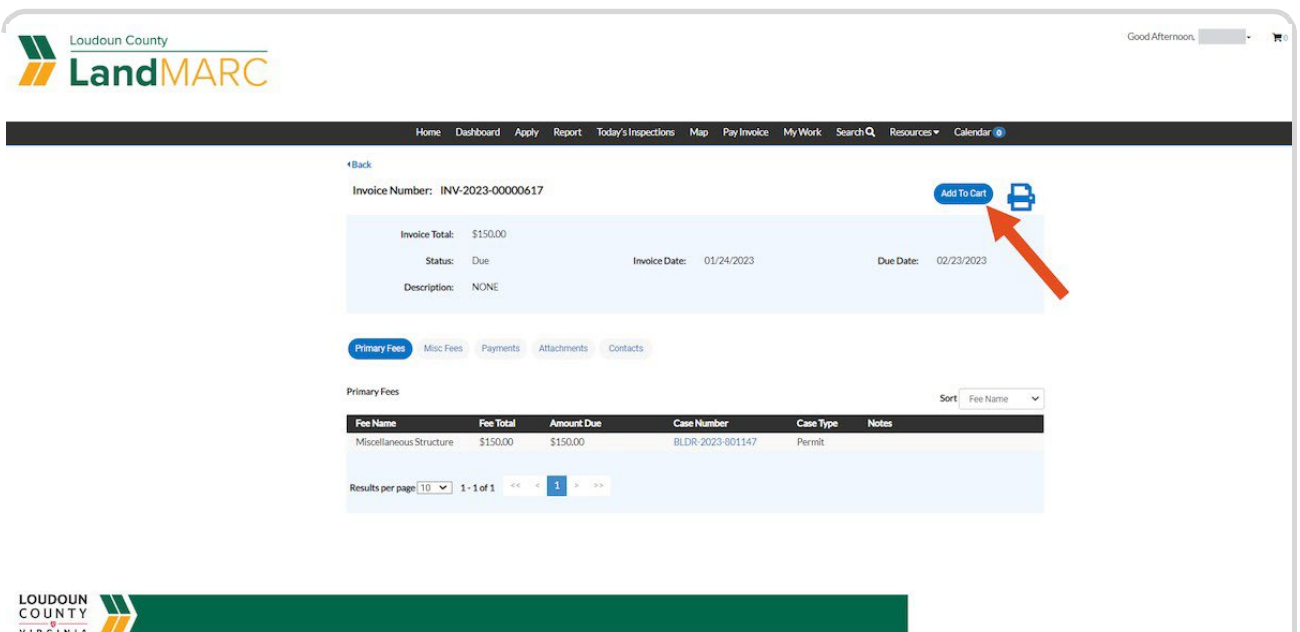
STEP 3

Enter the invoice number you want to pay and select SEARCH



STEP 4

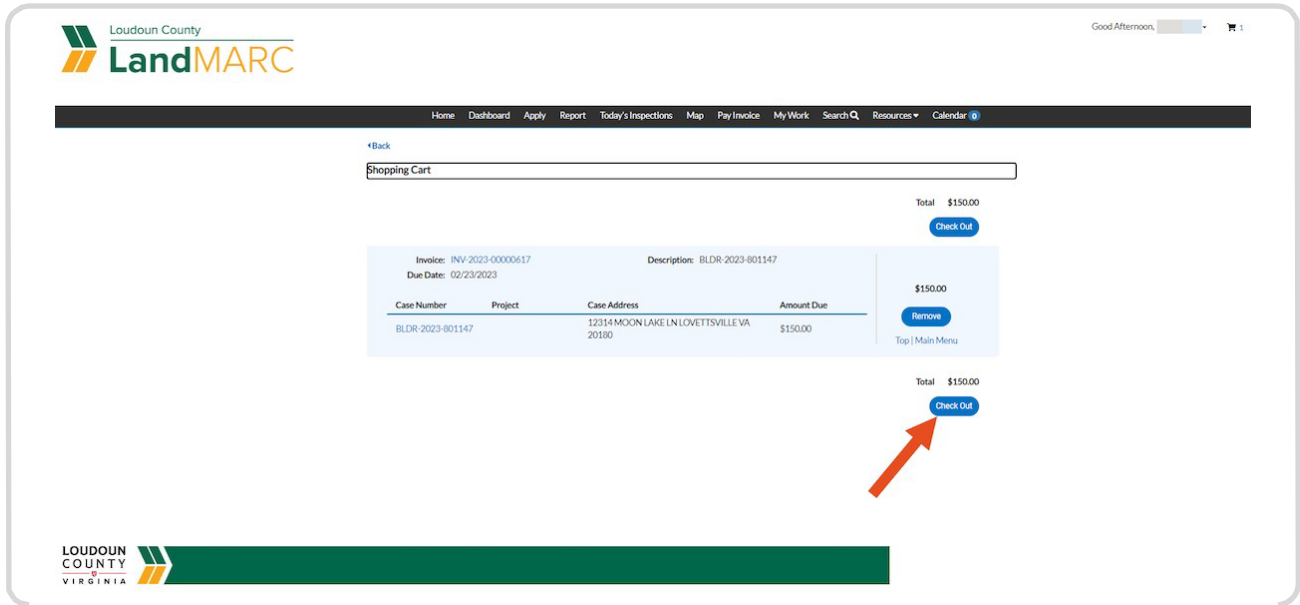
Select ADD TO CART to begin payment process



STEP 5

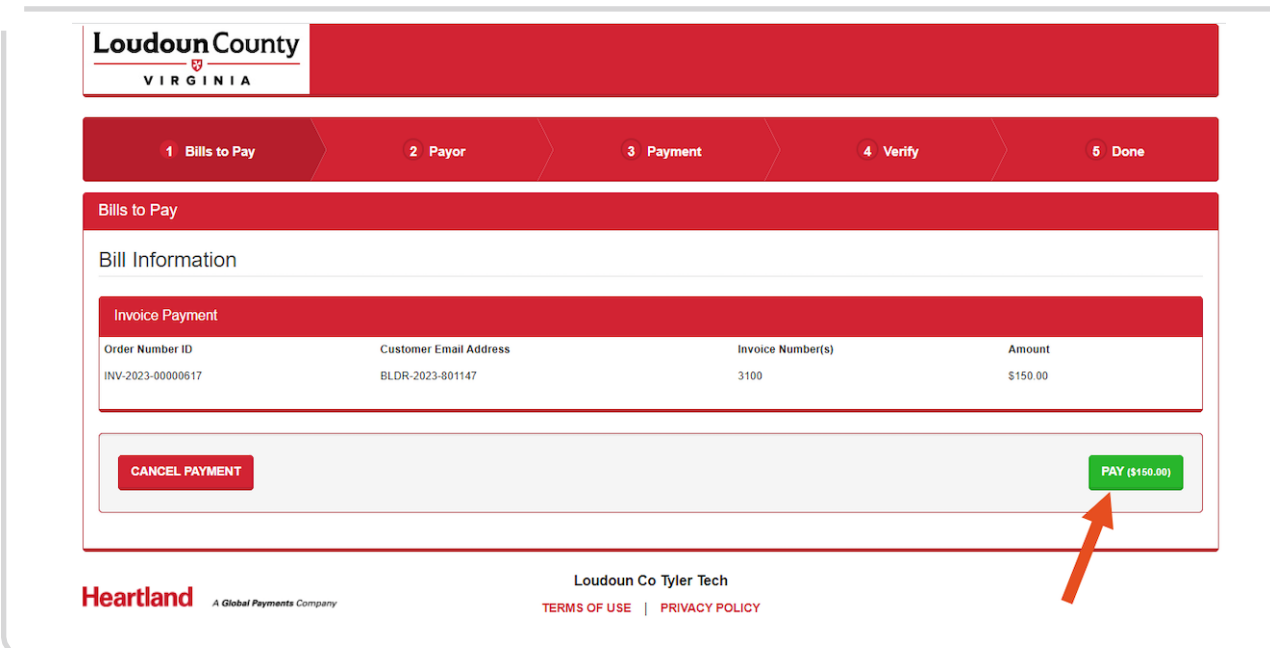
Select CHECKOUT

Note: You will be redirected to the Heartland Payment Portal to submit payment information.



STEP 6

Select the green PAY button



STEP 7

**Enter your personal information, then select CONTINUE**

**Loudoun County**  
VIRGINIA

1 Bills to Pay 2 Payor 3 Payment 4 Verify 5 Done

Please enter payor information.

**Personal Information**

Business Name

First Name Middle Name Last Name

**Address Information**

Address

City State

Postal Code\* Country

**Contact Information**

Email Confirm Email\*

Phone Number Mobile Phone Number

CANCEL PAYMENT BACK CONTINUE

Heartland A Global Payments Company Loudoun Co Tyler Tech TERMS OF USE PRIVACY POLICY

STEP 8

**Enter your payment information, then select CONTINUE**

**Loudoun County**  
VIRGINIA

1 Bills to Pay 2 Payor 3 Payment 4 Verify 5 Done

**Payment Information**

Credit Card Pay with E-Check

Card Number\*

Name on Card\*

Month\* Year\* Security Code\*

Amount \$100.00  
Convenience Fee pending  
Total pending

**Card Holder Information**

Same as Payor Information

Business Name

First Name Middle Name Last Name  
Jenny Doe

Address  
12314 Moon Lake Ln

City State  
Lovettsville Virginia

Postal Code\* Country  
21562 United States

Phone Number  
(703) 867-5309

Email

CANCEL PAYMENT BACK CONTINUE

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STEP 9

Check the box to agree to the Terms and Conditions for online payment and select the **SUBMIT PAYMENT** button

**Loudoun County**  
 VIRGINIA

1 Bills to Pay 2 Payer 3 **Payment** 4 Verify 5 Done

Review the information below, then click "Submit Payment"

**Bill Information**

Invoice Payment			
Order Number ID	Customer Email Address	Invoice Number(s)	Amount
PN-2023-0000017	BLDR.2023-001147	3100	\$150.00

**Personal Information**

Business Name: Jerry Doe  
 Full Name: Jerry Doe  
 Address: 12314 Moon Lake Ln, Lovettsville, VA, 21502, United States  
 Phone Number: (703) 987-5300  
 Mobile Phone Number: (703) 987-5300  
 Email Address: [Redacted]

**Payment Information**

Card Number: [Redacted] VISA MISA Credit ending in [Redacted]  
 Business Name: Jerry Doe  
 Full Name: Jerry Doe  
 Address: 12314 Moon Lake Ln, Lovettsville, VA, 21502  
 Phone Number: (703) 987-5300

Amount	\$150.00
Convenience Fee	\$1.00
<b>Total</b>	<b>\$151.00</b>

**AUTHORIZATION**

By checking the "I agree to the Terms and Conditions" checkbox below I am confirming my acceptance of the convenience fee associated with my payment, which payment is in accordance with the rules and regulations of the agreement between me and my card issuer.  
 My payment can only be completed upon the acceptance and authorization of my issuing credit or debit card company. If my payment cannot be completed, I will retain the same liability, which is my sole responsibility, for payment as though I had not attempted to make the payment. Furthermore, I may also be liable for additional fees and penalties to the extent of applicable law.

I agree to the Terms and Conditions

**PAYMENT** **BACK SUBMIT PAYMENT**

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 TERMS OF USE | PRIVACY POLICY