



## Instructions to Pay for Multiple Registrations with One Check

Credit Card and ACH payments can be made individually at the end of each registration application. However, if one check is to pay for multiple registrations, follow the instructions below:

1. In the payment step of each online registration, click on the "Pay Later" link.
2. Then, click the "Pay" button. This will only generate your registration number (REG20YY-XXXXX) and **not** prompt you to make a payment.
3. Make a list of all the Registration numbers and the fee for each registration.
  - Registration Renewal= \$50.00
  - First time registration= \$100.00
4. Make check payable to **Gwinnett County** for the total amount due.
5. Send check with the full list of registration numbers to:

**Gwinnett County Planning & Development**  
**446 West Crogan Street**  
**Suite 300**  
**Lawrenceville, GA 30046**  
**Attention: Melanie Meader**

- \* Do not send paper applications for the registrations. The online submittal is your application.

Sincerely,

Gwinnett County Planning & Development