

## Pay for your Trademark Use Permit



### **Pay for your Trademark Use Permit**

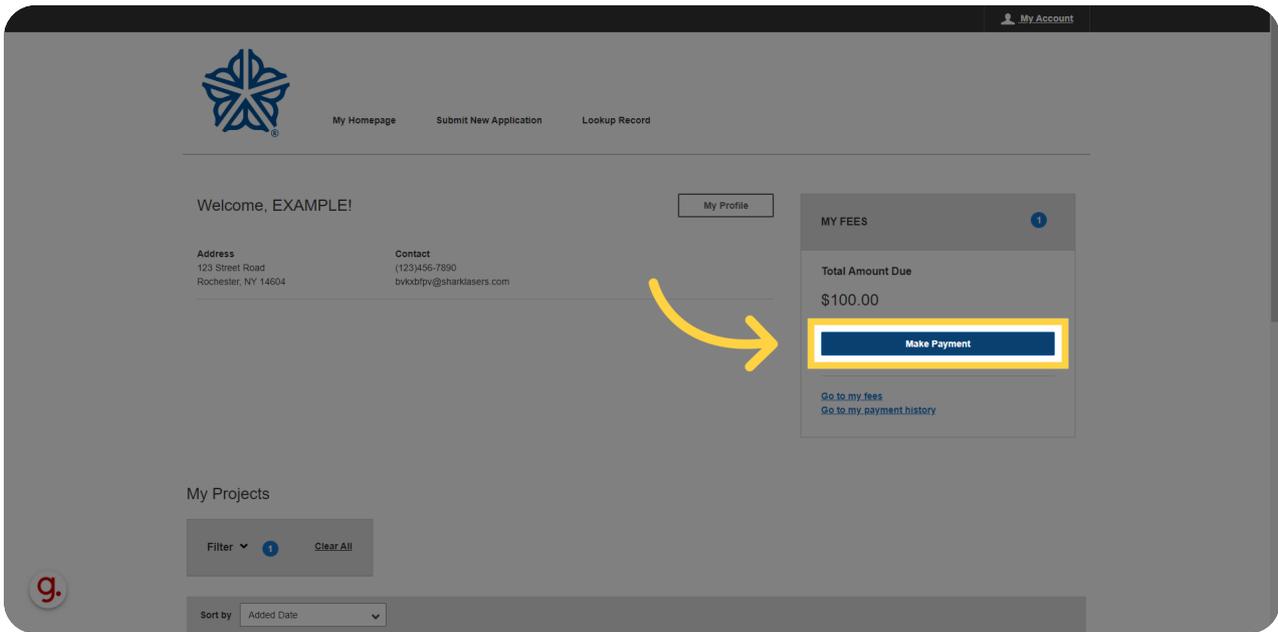
Once your application for a Trademark Use Permit is approved, you will receive an email prompting you to sign back into Civics and pay for your permit.

For commercial uses, the fee is \$100 for a two-year permit. For non-commercial uses, the fee is \$50 for a two-year permit.

Go to [infor.cityofrochester.gov](https://infor.cityofrochester.gov)

#### **01** Click "Make Payment" on the home page.

Log in using your One Stop Roc account. You should be directed back to your account home page immediately. From here, click "Make Payment"



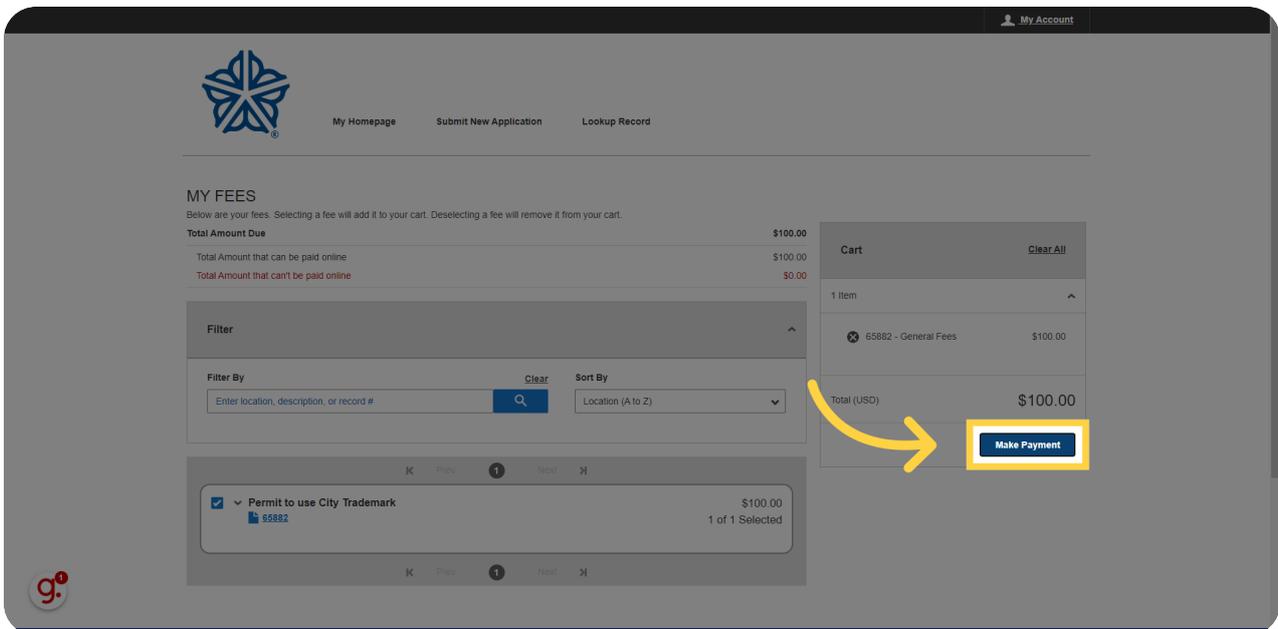
## 02 Review the fees, then click "Make Payment"

If you only have one application in progress, you should just see the fee to use City Trademark.

If you have other permits in progress, you will see a list of all of the permit fees due. You can select which permit fees you would like to pay at this time.

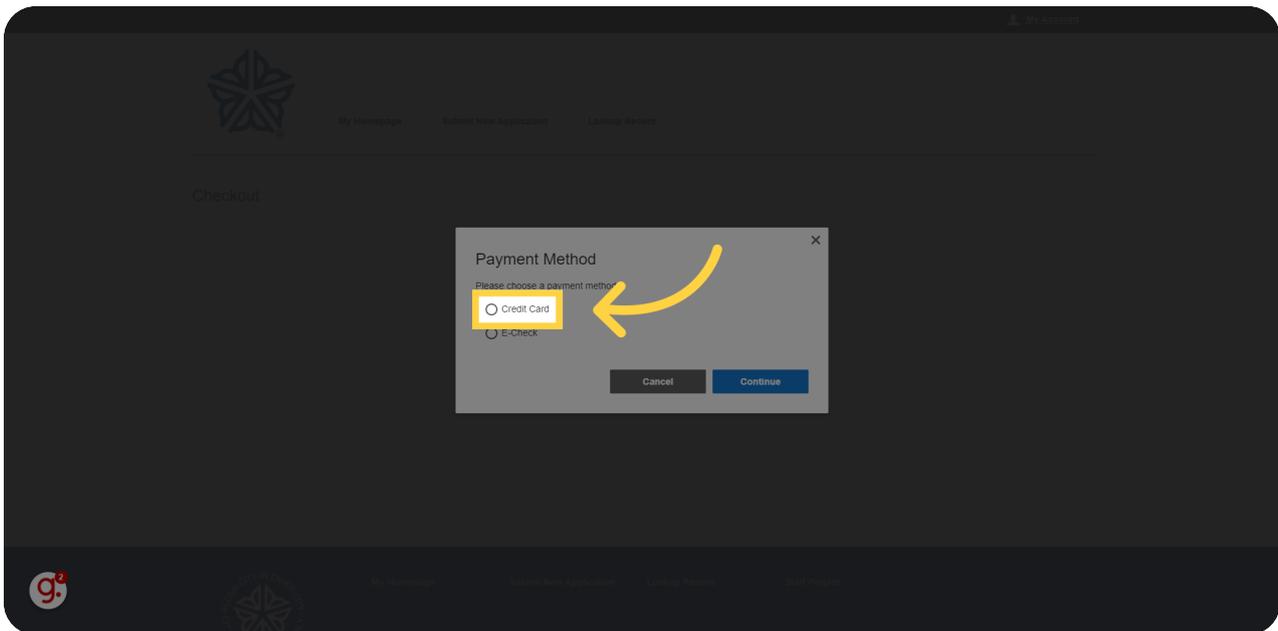
Please note, Trademark Use Permits will not be issued until the fee is paid.

Once you have made your selection, click "Make Payment"



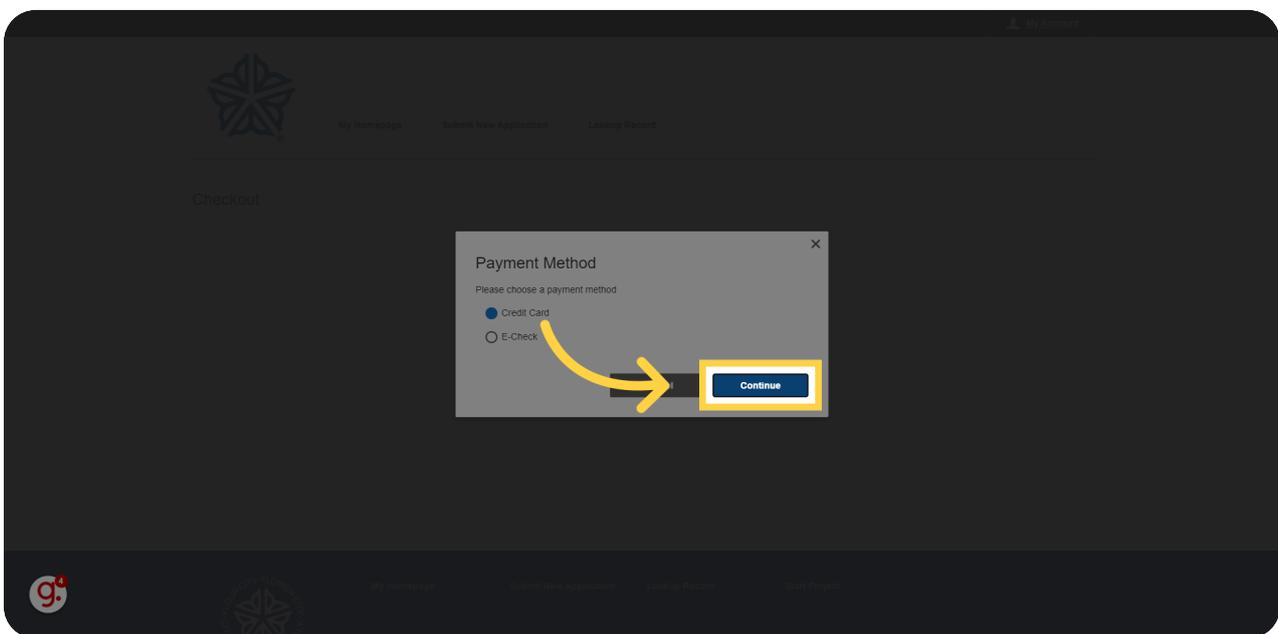
## 03 Pick how you would like to pay

Select your preferred payment method, either Credit Card or E-Check.



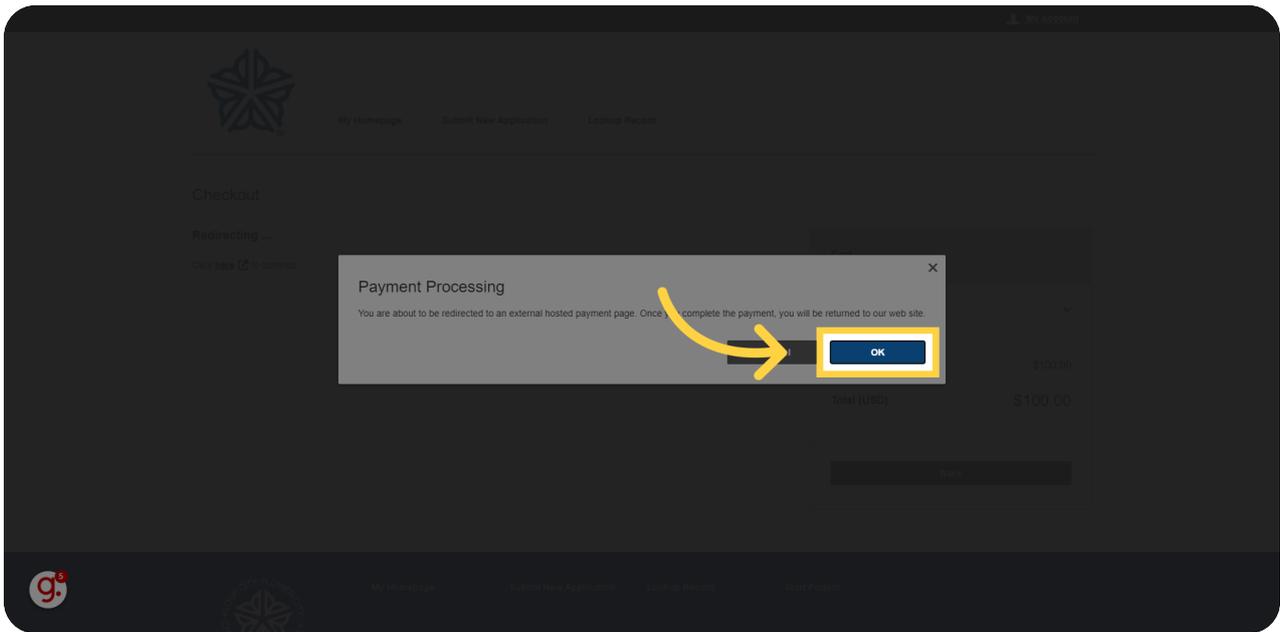
#### 04 Click "Continue"

Move forward with the transaction.



#### 05 Click "OK"

You will be redirected to an outside payment processor. Please click "OK" to continue.



## 06 Enter your payment information.

In this example, we selected payment by credit card. In this case you would enter your credit or debit card information here. If you select E-Check you will be directed to a different screen to enter your checking information.

The City of Rochester, NY - the Flower City worldpay

Welcome to The City of Rochester, NY - the Flower City !!!

This secure payment service is provided by [Worldpay](#).

Card Information \* Denotes a required field

\* Card Number:

\* Expiration:  Month  Year

\* CVV:

Transaction Information

Ticket Number: 2203  
Reference #: 2203  
Amount: \$100.00

**PROCESS TRANSACTION** [Cancel and return to The City of Rochester, NY](#)

For more information about Worldpay [click here](#)



## 07 Click "PROCESS TRANSACTION"

Finalize the transaction.

Welcome to The City of Rochester, NY - the Flower City !!!

This secure payment service is provided by Worldpay.

Card Information \* Denotes a required field

\* Card Number:   
\* Expiration:    
CVV:

Transaction Information

Ticket Number: 2203  
Reference #: 2203  
Amount: \$100.00

[Return to City of Rochester, NY](#)

For more information about Worldpay [click here](#)

