



How to Pay Online – Permit

1. Visit <http://saugatucktownship.org/>
2. Select “PAYMENT” at the top in the green banner.
3. You will be taken to <https://www.acipayonline.com/index.jsp> and you will select “Local Payment” from the four options in the center of the screen.
4. Enter the following information in the three drop downs:
 - a. State or Territory: Michigan
 - b. Payment Entity: Saugatuck, Township of
 - c. Payment Type: Permits
5. After the information is entered, select the green button that says “Make a Payment”.
6. Enter all the required information and select the green button that says “Continue”.
 - a. Under “Permit Details”, please put the permit number of the permit you’re paying for.
7. Review the screen and payment information.
 - a. If everything is correct, select the green button that says “Accept”.
 - b. If something is wrong, select the yellow button that says “Back” so that you can fix whatever was entered incorrectly.
8. If you have an account, please login. Otherwise, you can create an account by selecting the green button that says “Create an Account” or, if you don’t want to create an account, select the green button that says “Continue as Guest”.
 - a. NOTE: An account is not necessary.
9. Enter all the required information, verify that you’re not a robot, and select the green button that says “Continue”.
10. After reviewing and verifying the final screen, please select “Submit” to submit your payment.

If you have any difficulties, please call the Saugatuck Township office at 269-857-7721.

We also accept checks or exact cash.