

The Lee County Environmental Lab has switched to a new financial record keeping system. Many other county departments have already made the switch to the Accela system. Use of the Accela system will now allow us to take payments for our services by credit card, debit card or E-check through your cell phone or online. Registering your business with Accela online will speed payments and allow access to payment history and receipt printing. We encourage you to take advantage of this safe and easy way of paying for services. We will still take checks as payment, no cash accepted going forward, but would like to transition to conducting business fully online or through cell phone.

## **PAYMENT OPTIONS:**

**Cash Payments:** NOT ALLOWED

### **eChecks:**

To use eChecks, your bank account must be authorized Forte Payments System, Company ID: 1330903620 debit transactions. Additionally, ensure that you have the routing number, account number and check number.

### **PAY ON eConnect.**

**eConnect Information Page:** <https://www.leegov.com/dcd/eServ/econnect>

**eConnect Login and Account Creation Page:** <https://accelaaca.leegov.com/aca/>

### **Credit Cards:**

We accept Visa, Master Card, American Express and Discover. Ensure that you have the full name (as it appears on the card), credit card invoicing address, CVS number, and record number. Payments can be made online or by phone.

- **Secure Processing:** Online payments are redirected to a third party secure site for processing. Once completed, you will be redirected back to eConnect.
- **MAC USER:** OS High Sierra or later is recommended.
- **Payments Over \$100,000:** Payments are limited to \$100,000 in the standard payment system. Please call 239-533-8539 for special instructions.
- **Credit Card by Phone:** Call 239-533-8997 and select option \*.

### **Mail-in Payments:**

Make the check payable to **LEE COUNTY BOCC**. Include the record number in the memo on your check or money order, and mail to:

**Lee County Environmental Lab  
60 S. Danley Drive, Suite 2  
Fort Myers, FL 33907**

### **In-person Payments:**

In person payments can be made with a credit card by phone or by check made out to:

**Lee County BOCC.**

**Instructions for customers to pay by phone:**

1. Dial 239-533-8997 and select option \*. Follow the instructions.
2. It will first ask for the 3 digit prefix of the Record ID: LAB = 522
3. Then it will ask for the 9 digit Record ID: XXXX \* XXXXX followed by #
4. Press 1 to continue
5. Enter credit card number followed by #
6. Enter expiration date (MMYY) followed by #
7. Enter CVV number followed by #
8. Enter billing zip code followed by #
9. Press 1 to continue
10. Get authorization number and disconnect the call.