



HillsGovHub

User Guide

Utilize the Shopping Cart



Hillsborough
County Florida

SM

Utilize the Shopping Cart

- 1) Search for the applications requiring payment. Select the **'Record Number'** link to open the record.
- 2) Select **'Add to cart'** in the top right-hand corner of the page.



- 3) Repeat the above steps until all applications are added to the shopping cart.
- 4) Select **Cart** from the right-hand top menu.



- 5) Select **'Edit Cart'** to remove items from the cart.
- 6) Select **'Continue Shopping'** to search and add additional items to the cart.
- 7) Select **'Checkout'** to pay the fees due.

