INSTRUCTIONS FOR ONLINE PAYMENTS
for Certified Farmers’ Market & Certified Producers
Registration & Inspections

1. To get started on-line, go to: https://publicservices.sdcounty.ca.gov/citizenaccess

2. Click on “AWM”

3. Refer to your enclosed renewal letter and/or certificate and find the Permit ID Number, at the top of the document.

   AWM2009-DCF-00560

   NOTE: Certified Farmers’ Market Permit ID numbers will include: AWM20xx-DCF-00xxx

4. ONLY enter the Permit ID Number here. Leave all other fields blank.

   Do not enter anything else

5. Then click “Search”

6. Confirm the DCP or DCF number is the same. If matched, click on “Pay Fees Due”

   AWM2009-DCF-00560

   NOTE: Certified Producer Permit ID numbers will include: AWM20xx-DCP-00xxx

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7. This window will show you fees due, for both registration and inspection fees. Click “Continue Payment”.

8. Payment options: either with a credit card (MasterCard or Visa), or with an electronic check using your bank account number. Select the option you would like, then enter all of the required information.

9. “Submit Payment (click only once)"

10. Wait for confirmation page to appear. Click on “Print/View Receipt”

You’re done! Thank you.

11. Print a copy of the receipt for your records.