

**PW Engineering Department Standard Operating Procedures
TUMF PAYMENT PROCEDURE
Revision Date: December 2, 2019**

TUMF PAYMENT PROCEDURE

1. The Applicant, through this link <https://westernriversidecogca.viewpointcloud.com/>, fills out the project information, required categories, and uploads all required documentation. For additional information regarding this, please see the below “TUMF Project Submittal How-To Guide” from WRCOG.
2. Once all the project information fills out, the applicant clicks “create record” which will submit the project to City Staff.
3. City Staff reviews completed forms and supporting documents.
4. Once City determines application is complete, and all pre-requisites are met, City Staff will approve the TUMF Invoice request, which will forward the project to WRCOG for approval.
5. WRCOG will calculate the TUMF fees required, and contact applicant for instructions for TUMF payment, or request further information.
6. Upon payment of TUMF fees, WRCOG will notify both the City and the applicant with receipt showing the payment.

For Applicants or Developers who are only seeking TUMF estimates for budget purposes, they can use the WRCOG fee estimator website located at <http://tools.pbid.com/wrcog/>

WRCOG Contact Information for follow-ups:

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Email: imedina@wrcog.us.



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Beaumont • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale • City of Hemet City of Jurupa Valley • City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside • City of San Jacinto • City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District • Morongo Band of Mission Indians • Riverside County Superintendent of Schools

TUMF Project Submittal How-To Guide:

NOTICE: The new TUMF portal now accepts Credit Card and E-Check. The vendor fees are listed below:

Credit Card: 2.99% + \$0.99 Stripe Vendor Fee (SVF)

E-Check: \$5.50 Flat Fee (FF)

New Project Record Instructions for Developers:

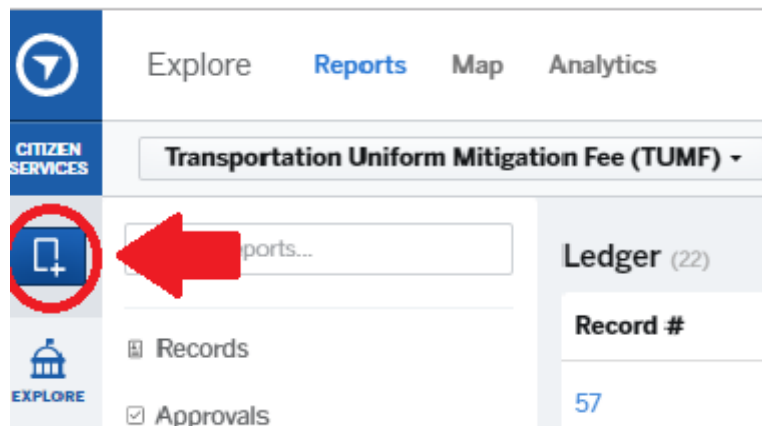
Step 1: Through the link provided, get to the new public portal.

<https://westernriversidecogca.viewpointcloud.com>

Step 2: Click on the “sign-up” tab to create a **viewpoint ID and password**.

Step 3: Create your username and password.

Step 4: Once logged in, click on the tab in the top left corner labeled “**create record**”.



Step 5: Click on the jurisdiction where the project is being developed.

Step 6: Fill out the project information and be advised that the categories containing asterisks (*) are mandatory.

Step 7: Upload all required documentation, if/when applicable.

Step 8: Once the project information is filled out, go to the bottom right hand corner and click “**create record**”.

Thank you! Your project has been submitted. Please keep an eye out for TUMF email updates regarding payment.



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ATTENTION: Credit Card and E-Checks are now an acceptable form of payment

WRCOG TUMF Payment Instructions

Wire Payment Instructions

Bank Information:

Citizen's Business Bank

301 E Vanderbilt Way

San Bernardino, CA 92408

Account Name – TUMF Operating Account

Account Number – 245124430

ABA Number – 122234149

Credit Card Payment Information

2.99% + \$0.99 Stripe Vendor Fee (SVF)

Check Payment Instructions

Check Payable to: Western Riverside Council of Governments

Mail/Deliver to: 3390 University Avenue Suite 450; Riverside, CA 92501

Hours: 8:00 AM – 5:00 PM, Monday – Friday

E-Check Payment Information

\$5.50 Flat Fee (FF)