Setting Up and Using Your Kubra EZ-Pay Account

Welcome to Kubra, the City of Cedar Rapids online permit payment system. This guide will assist you in setting up and using your online Kubra account.

Setting Up Your Kubra EZ-PAY Account

You will be able to set up your Kubra EZ-PAY account upon receipt of your first emailed invoice from Land System. Once you receive that email, please follow the instructions below to assist you in creating your Kubra account:

Select on the “https” link located within the email. This link will take you to the Kubra sign up page.
Click on “Sign up now”.

1. Enter in your business name
2. Enter in your business phone number
3. Enter in the business email address that you would like receipts emailed to
4. Enter in a password for Kubra (follow the instructions on creating a password)
5. Enter in the new password again to confirm it
You will receive an email from Kubra that will include a Verification Code (similar to what is shown above).

Enter the verification code from the email and select “Verify”.
You will now need to add “Cedar Rapids Building” as a biller. Select the green “plus” sign.

Type in “Cedar Rapids” and then select the spyglass.
Once “Cedar Rapids Building” appears, select “Add Biller”. Cedar Rapids Building has now been added to your “My Billers”.

Please refer to the next page to begin using your Kubra EZ-PAY account.
Using Your Kubra User Account

The instructions below will guide you through the process of paying for your permit(s).

This is an example of what your Land System payment email will look like. This email provides necessary information for you to pay for your permit. From this email, please:

1. Verify the permit address
2. Write down the permit number (you will need this later)
3. Write down your access code (this is a dedicated code for your use only; it will always remain the same).
4. Select the link “Pay by visiting us online at...” to begin processing your payment.
To access the Kubra EZ-PAY system, you will need to sign in. Click “Sign In” and enter your login information on the next screen.

Upon signing in, this is what your screen will look like. Select the green plus sign to find the permit you need.

**Helpful tip:** Notice the words above the “Pay Now” button say, “The balance for this account is not available at this time.” This is a good indicator that you have already paid for this permit.
Type “CED” and select the spyglass. This will bring up “Cedar Rapids Building”.

Select “Add Biller”.
Type in your permit number and access code, then hit “Next”. It might take a few seconds for your next screen to appear.

Verify your permit number and then verify that the payment history says, “Last Paid: N/A”. Once you’ve verified that you have the correct permit, select “Pay Now”.

**Helpful tip:** Notice the words above the “Pay Now” button say, “You have a bill for $xxx due...” This is the permit you are looking for.
1. Verify the payment amount.
2. Verify the payment date.
3. Select your payment method.
   a. If you have a credit or bank card loaded into “My Wallet”, the card will appear in the drop down menu.
   b. If you do not have a credit or bank card loaded into “My Wallet”, you can select “Add Card”.
4. Hit continue.

**NOTE:**
1. **Credit card use:** there is a service fee of $.0295 for every $1.
2. **Bank card use:** there is no service fee.

Review your payment details. If everything looks correct, select “Pay $xxx”.
This is what your payment confirmation screen will look like. From here you can:

1. Print a copy of your receipt
2. Make another payment

You will also receive an email confirmation from Kubra of your payment.

If you wish to make another payment, please select “To make another payment click here” and follow the instructions on pages 6-10 of this guide.

Above is a copy of what your Kubra EZ-Pay email receipt will look like. This email is important as it is your confirmation that your payment has been successfully processed.
If you receive a message stating “Account Validation Failed”, try your transaction again in 45-60 minutes.

If you have any problems or questions concerning your Kubra account, please contact:

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