Submitting Electronic Payment to DEQ Opencut

The DEQ Opencut Section can now accept electronic payment for Application Fees (Permit, Amendment, and Limited Borrow Operation). These payments can be credit/debit card or checking/savings account payments.

Please follow the directions **EXACTLY** to ensure the payments are recorded properly in the DEQ office.

If you have any questions or need help, please call DEQ Opencut at (406)444-4970.

Note: Receipt of payment is required for an Application to be “Complete.”
Go to https://app.mt.gov/epass and login using your ePass Montana account.
Scroll down to Add a Service and click “DEQ eBill”

**Note:** Once you have used this it should just show up in “You Services” and you will be able to click it through there.
Click on the Blue button in the middle of the screen that says “eBill Payment Service”

Click the Dropdown arrow for Invoice Number Starts With… and select “5D”
Please fill in the “Invoice No.” field as directed below:

Invoice No. = 503805 for Permit Application
503806 for Amendment Application
503804 for Limited Borrow Operation

Note: Please be sure to enter the correct number here to assure your payment is properly applied.
Please fill in the “Customer No.” field with the Operator Name, Site Name and OC # (if known) for the Application (Example: Operator Name—Site Name—OC #XXXX)

<table>
<thead>
<tr>
<th>Transaction Item</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50300_</td>
<td>0.00</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Name-Site Name-OC #</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Another Item

Total: 0.00

Customer Information

Payment Information

Please fill in the “Business/Customer Name” with the name of the Person/Company making the payment to DEQ (Name on the Credit/Debit Card or Name on the Checking/Savings Account.

**Note:** This name may be the same as the Customer Name, however, it may be different.
Please fill in the “Unit Price” field as directed below:

Unit Price = $1,500.00 for Permit Application
$1,500.00 for Amendment Application Permitted more than 10 years ago
$750.00 for Amendment Application Permitted less than 10 years ago
$500.00 for Limited Borrow Operation

Note: Please be sure to pay the correct amount so that it can be applied to your Application.

Note: Double Check that all the information is entered correctly in all the fields on this screen to assure your payment is properly applied to your application.

If information is not entered correctly, it could delay the payment being applied to the correct Application.
Click the **Green** Next button

Please populate this screen with Operator Information
Once all the fields are filled in, click the Green Next button

Note: Please fill in the Email Address, this is where the receipt you need to submit will be sent.

For Payment Information, Select either Credit/Debit Card or Checking/Savings Account, then fill in the information for the person/company making the payment. If the Payor is the Operator check the box “Payment Address is the same as Customer Address”
Once all the fields are filled in, click the **Green** Next button.
Review **ALL** information one last time, click the **Green** Submit Payment button.

Once payment has been received you will receive an e-mail receipt. Submit the receipt with your application to show payment on your account.

Note: Receipt of payment is required for an Application to be “Complete.”