

## 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.

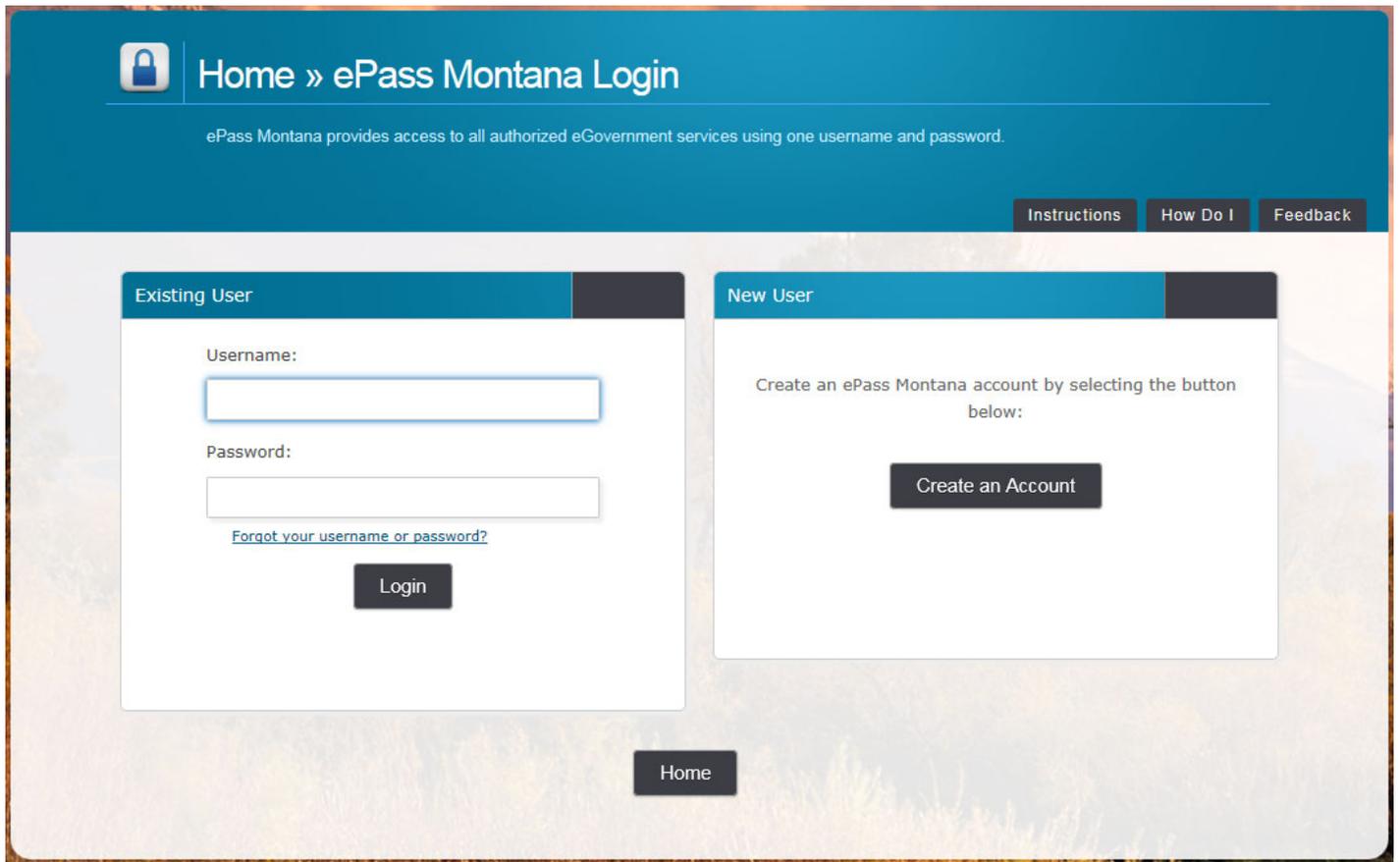
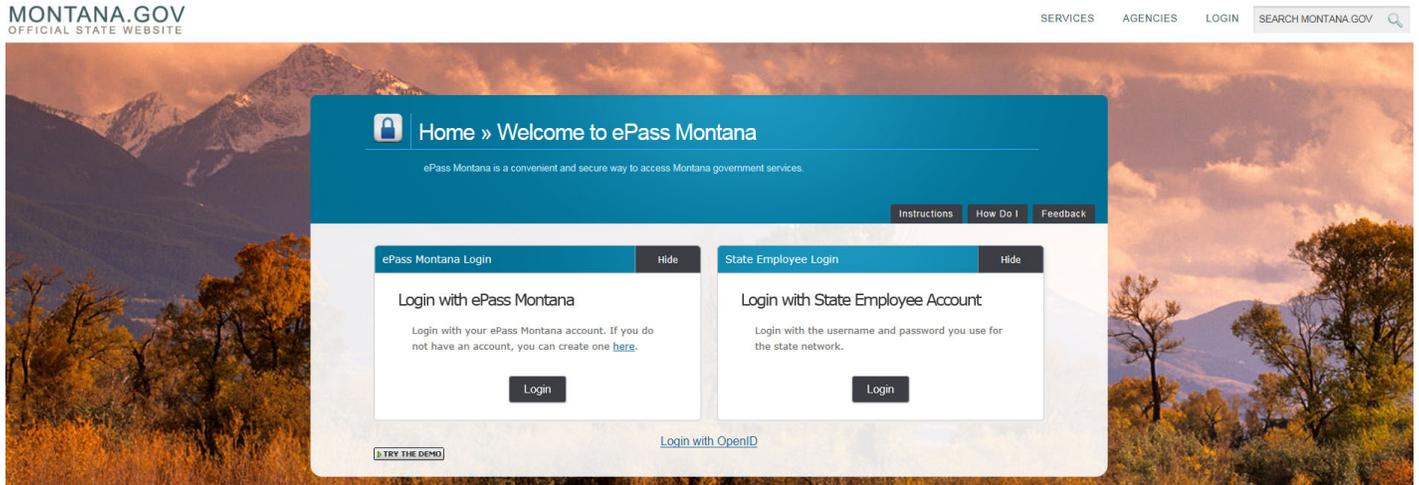
Please follow the directions **EXACTLY** to ensure the payments are recorded properly in the DEQ office.

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”

The screenshot displays two side-by-side panels from a web application. The left panel, titled "Your Services", contains one service: "File Transfer Service (ePass)". The right panel, titled "Add a Service?", lists 28 services. The service "DEQ eBill" is highlighted with a yellow background. The background of the entire page is a blurred image of a forest with autumn foliage.

Your Services	Add a Service?
<a href="#">File Transfer Service (ePass)</a>	<a href="#">Asbestos Accreditation</a>
	<a href="#">Asbestos Accreditation Admin</a>
	<a href="#">Asbestos Permitting</a>
	<a href="#">Business Checklist</a>
	<a href="#">Business Checklist Creation Administration</a>
	<a href="#">Business Resource and Listing Update Tool</a>
	<a href="#">Business Tax Express (Bustax)</a>
	<a href="#">Campaign Online Reporting System</a>
	<a href="#">Capstone Senior and Longterm Care</a>
	<a href="#">Child Support Application for Services</a>
	<a href="#">Child Support Payments</a>
	<a href="#">Child Support Payments (IDFF)</a>
	<a href="#">ChildCare Provider Licensing</a>
	<a href="#">Citizen Incident Notification</a>
	<a href="#">Conference and Training Registration</a>
	<a href="#">Convicted Offender Network (ConWeb)</a>
	<a href="#">County Burn Permit System</a>
	<a href="#">County Collections Report</a>
	<a href="#">Criminal History Online Public Records Search (CHOPRS)</a>
	<b><a href="#">DEQ eBill</a></b>
	<a href="#">DEQ myCoal</a>
	<a href="#">DOJ Driver History Record Search (DRS)</a>
	<a href="#">DOJ Moodle</a>
	<a href="#">DPHHS - New Hire Reporting Portal (new)</a>
	<a href="#">Driver History Record Search Admin (DRS)</a>
	<a href="#">Education Donations and Student Scholarship Organizations</a>

**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”



Montana DEQ has recently updated its eBill Payment System. Please update any bookmarks you may have for this service.

Please confirm you have your invoice containing the following information

- Customer Number
- Invoice Number
- Amount Due

Without this information your payment may be refunded and invoicing may incur late fees.



Click the Dropdown arrow for Invoice Number Starts With... and select “5D”

Select Transaction Item(s)

Transaction Item	Unit Price	Quantity	Amount	
Invoice Number Starts With... 	\$ 0.00	1	\$ 0.00	
* Invoice No.				
* Invoice No. (type again for verification)				
* Customer No.				
* Business/Customer Name				
		TOTAL >	\$ 0.00	

Transaction Item	Unit Price	Quantity	Amount	
5D... 	\$ 0.00	1	\$ 0.00	
* Invoice No.				

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.

Select Transaction Item(s)				
Transaction Item	Unit Price	Quantity	Amount	
5D... <input checked="" type="checkbox"/>	\$ 0.00	1	\$ 0.00	<input type="checkbox"/>
* Invoice No.	50380_			
<input checked="" type="checkbox"/> Invoice No. (type again for verification)				
* Customer No.				
* Business/Customer Name				
<input type="button" value="Add Another Item"/>		TOTAL ▶	\$ 0.00	

Please fill in the "Invoice No. (type again for verification)" field the same as the "Invoice No." field.

Select Transaction Item(s)				
Transaction Item	Unit Price	Quantity	Amount	
5D... <input checked="" type="checkbox"/>	\$ 0.00	1	\$ 0.00	<input type="checkbox"/>
* Invoice No.	50380_			
<input checked="" type="checkbox"/> Invoice No. (type again for verification)	50380_ <input checked="" type="checkbox"/>			
* Customer No.				
* Business/Customer Name				
<input type="button" value="Add Another Item"/>		TOTAL ▶	\$ 0.00	
<input type="button" value="Next ▶"/>				
Customer Information				
Payment Information				

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)

Select Transaction Item(s)				
Transaction Item	Unit Price	Quantity	Amount	
5D... <input checked="" type="checkbox"/>	\$ 0.00	1	\$ 0.00	<input checked="" type="checkbox"/>
* Invoice No.	50380_			
<input checked="" type="checkbox"/> Invoice No. (type again for verification)	50380_ <input checked="" type="checkbox"/>			
* Customer No.	Name-Site Name-OC #			
* Business/Customer Name				
<input type="button" value="Add Another Item"/>		TOTAL ▶	\$ 0.00	
<input type="button" value="Next ▶"/>				
<b>Customer Information</b>				
<b>Payment Information</b>				

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.

Select Transaction Item(s)				
Transaction Item	Unit Price	Quantity	Amount	
5D... <input checked="" type="checkbox"/>	\$ 0.00	1	\$ 0.00	<input checked="" type="checkbox"/>
* Invoice No.	50380_			
<input checked="" type="checkbox"/> Invoice No. (type again for verification)	50380_ <input checked="" type="checkbox"/>			
* Customer No.	Operator Name			
<input checked="" type="checkbox"/> * Business/Customer Name	Payor Name <input checked="" type="checkbox"/>			
<input type="button" value="Add Another Item"/>		TOTAL ▶	\$ 0.00	
<input type="button" value="Next ▶"/>				
<b>Customer Information</b>				
<b>Payment Information</b>				

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.

Select Transaction Item(s)

Transaction Item	Unit Price	Quantity	Amount	
5D... <input checked="" type="checkbox"/>	\$ 1,500.00 <input checked="" type="checkbox"/>	1	\$ 1,500.00	<input checked="" type="checkbox"/>
* Invoice No. <input type="text" value="50380_"/>				
<input checked="" type="checkbox"/> Invoice No. (type again for verification) <input checked="" type="checkbox"/>				
* Customer No. <input type="text" value="Operator Name"/>				
<input checked="" type="checkbox"/> * <input type="text" value="Payor Name"/>				
<input checked="" type="checkbox"/> Business/Customer Name <input checked="" type="checkbox"/>				
<input type="button" value="Add Another Item"/>		TOTAL >	\$ 1,500.00	

Customer Information

Payment Information

**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

Select Transaction Item(s)				
Transaction Item	Unit Price	Quantity	Amount	
5D... <input checked="" type="checkbox"/>	\$ 1,500.00 <input checked="" type="checkbox"/>	1	\$ 1,500.00	<input checked="" type="checkbox"/>
* Invoice No.	50380_			
<input checked="" type="checkbox"/> Invoice No. (type again for verification)	50380_ <input checked="" type="checkbox"/>			
* Customer No.	Operator Name			
<input checked="" type="checkbox"/> * Business/Customer Name	Payor Name <input checked="" type="checkbox"/>			
<input type="button" value="Add Another Item"/>		TOTAL >	\$ 1,500.00	

Customer Information

Payment Information

Please populate this screen with Operator Information

Customer Information	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Address *	Address 2
<input type="text"/>	<input type="text"/>
Country *	ZIP/Postal Code *
United States <input type="text"/>	12345 <input type="text"/>
City *	State *
<input type="text"/>	Select a State <input type="text"/>
Phone Number *	Email Address
123-123-1234 <input type="text"/>	example@email.com <input type="text"/>

Payment 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.

### Customer Information

First Name *	Last Name *
<input type="text" value="Operator Name"/>	<input type="text" value="Operator Name"/>
Address *	Address 2
<input type="text" value="Operator Address"/>	<input type="text"/>
Country *	ZIP/Postal Code *
<input type="text" value="United States"/>	<input type="text" value="59601"/>
City *	State *
<input type="text" value="Helena"/>	<input type="text" value="MT - Montana"/>
Phone Number *	Email Address
<input type="text" value="4061234567"/>	<input type="text" value="Operator@email.com"/>

### Payment Information

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"

### Payment Information

Credit/Debit Card  Checking/Savings Account

Credit Card Type \*

VISA  MasterCard  DISCOVER  AMERICAN EXPRESS

Credit Card Number \*

Expiration Month \*  Expiration Year \*

Name on Card \*  Security Code \*

[What is this?](#)

Payment Address is the same as Customer Address

Once all the fields are filled in, click the **Green Next** button

**Address**

Operator Name Operator Name  
Operator Address  
Helena, MT 59601

**Country**

United States

**Phone Number**

4061234567

**Email Address**

Operator@email.com

**Payment Information**

Credit/Debit Card

Checking/Savings Account

Credit Card Type \*



Credit Card Number \*

Expiration Month \*

Expiration Year \*

Name on Card \*

Security Code \*

[What is this?](#)

Payment Address is the same as Customer Address

Address \*

Address 2

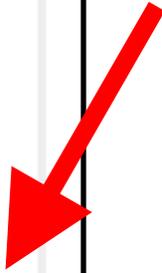
Country \*

ZIP/Postal Code \*

City \*

State \*

Next >



Review ALL information one last time, click the **Green** Submit Payment button

Transaction Item	Price	Quantity	Total
5D... <input type="text" value="Invoice No."/> 50380_ <input type="text" value="Invoice No. (type again for verification)"/> 50380_ <input type="text" value="Customer No."/> Operator Name <input type="text" value="Business/Customer Name"/> Payee Name	\$ 1,500.00	1	\$ 1,500.00

Customer Information	
<b>Address</b> Operator Name Operator Name Operator Address Helena, MT 59601	<b>Country</b> United States
<b>Phone Number</b> 4061234567	<b>Email Address</b> Operator@email.com

Payment Information	
<b>Credit Card</b> *****0785 Exp. 08/2020	<b>Name on Card</b> TEST

 [Submit Payment](#)

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."