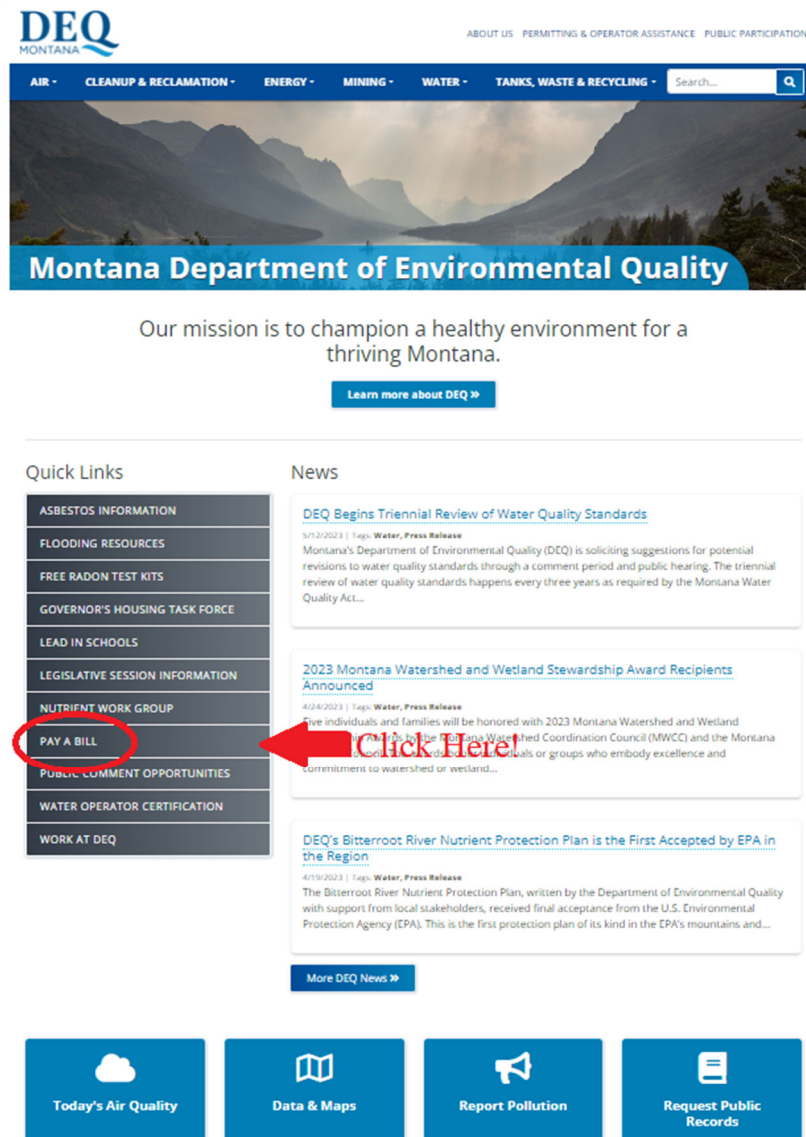


Instructions for E-payment of Annual Hard Rock Mining Operating Permit Fee

Note: **DEQ will not enter electronic payment information on your behalf.** If you have questions using the e-payment method, please contact the Site Lead assigned to your site. Alternatively, you may submit cash or check payments.

1. Go to DEQ's webpage at <https://deq.mt.gov>. You will arrive at our home page:



2. Select your Payment Type. Click the radio button adjacent to the type of payment method you will be using.

Items

Payment Type *

☐ Credit/Debit Card

☐ ACH (eCheck)

Click one of these!

Item	Item Cost	Item Total
Total		-

Reset

Next

Add Item

3. Click the Add Item button.


Items

Payment Type *

☐ Credit/Debit Card

☐ ACH (eCheck)

Item	Item Cost	Item Total
	Total	-

Click here! 

Reset

Next

Add Item

- You will now need to select an item from a list of invoice types. Your invoice type is **“Number Invoice Starts With is Not Listed”**. Scroll down to the bottom of the list and click on the “Add” button adjacent to the **“Number Invoice Starts With is Not Listed”**.

Add An Item

Invoice Starts With 5G....	Custom	Add
Invoice Starts With 5H.....	Custom	Add
Invoice Starts With 5I.....	Custom	Add
Invoice Starts With 5J.....	Custom	Add
Invoice Starts With 5K.....	Custom	Add
Invoice Starts With 5L.....	Custom	Add
Invoice Starts With 5M.....	Custom	Add
Invoice Starts With 5N.....	Custom	Add
Invoice Starts With 5P.....	Custom	Add
Invoice Starts With 5R.....	Custom	Add
Number Invoice Starts With is Not Listed		Add

Click here!

Cancel

5. Add the following information to the form. The form does not have validation. Please enter the information as described below to ensure you appropriately receive credit for your annual fee payment.

- a. The Item Cost: **\$100** (Enter **100**). **Do not combine multiple annual fees into a single item.**
- b. The Invoice #: **2023 – Hard Rock Mining Operating Permit Annual Fee** (Invoice #'s are not generated for Hard Rock Mining Annual Fees)
- c. Retype the Invoice #: **2023 – Hard Rock Mining Operating Permit Annual Fee**
- d. Enter your Hard Rock Mining Operating Permit Number as the Customer Number using the following format: **OP-00XXX** if your permit number is >100, e.g., Operating Permit No. 00100 or greater. If your permit number is < 100, Operating Permit No. 00099 or less, enter the Customer Number using the following format: **OP-000XX**. **Your specific permit number will replace the "X"**.

Example: 1) for Hard Rock Mining Operating Permit No. 00050 enter OP-00050.
 2) For Hard Rock Mining Operating Permit No. 00101 enter OP-00101.

- e. The Business/Customer Name: **Permittee** (Enter the name of the Hard Rock Mining Operating Permit permittee). The permittee is the name of the permit holder.

The following is an example:

Hard Rock Mining Operating Permit fee for 2023, Permit No. 00050, Permittee: Mining Company Inc.

Items

Payment Type *

☒ Credit/Debit Card

☐ ACH (eCheck)

Item	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1 100	\$100.00
<div><div>Invoice # *</div><div>2023 – Hard Rock Mining Operating Permit Annual I</div></div> <div><div>Retype Invoice # *</div><div>2023 – Hard Rock Mining Operating Permit Annual I</div><div>Please retype the invoice # for verification</div></div> <div><div>Customer Number *</div><div>OP-00050</div><div>Your Customer Number is on your invoice</div></div> <div><div>Business / Customer Name *</div><div>Mining Company Inc.</div></div>		
Total		\$100.00

Reset

Next

Click here after populating above information!

Once you have populated the information on the form, click the “**Next**” button to enter your payment details. Alternatively, you can add additional fees by clicking the “**Add Item**” button. If you add additional annual fees, you will need to repeat steps 4 and 5.

6. Enter your Billing Information. This is for the card holder. All fields with red asterisks are required. **Please enter your e-mail address to receive a receipt for your electronic payment.**

Payment Summary			
Item	Quantity	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1	\$100.00	\$100.00
		Total	\$100.00

Details

Billing Information

First Name * Last Name *

Address * Address Line Two

City * Country

State * Zip Code *

Phone * Email Address

7. Enter Payment Information. All fields with red asterisks are required. You will also need to click the Accept Agreement box.

Payment Summary			
Item	Quantity	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1	\$100.00	\$100.00
		Total	\$100.00

Payment Information

Card Number *

Expiration Date * Security Code *

This can be found on the back of your card

User Agreement

By entering your credit card and/or checking account information you (1) state that **you are an authorized user** of the credit card and/or electronic check and that the associated information entered (e.g., account holder name, account number, billing address) is accurate, (2) **you authorize the payment processor to charge the amount you have requested** to your credit card and/or funding account, (3) **if this is a recurring payment, you authorize the payment processor to charge the amount you have requested** in accordance with the recurring payment schedule, (4) **acknowledge if a charge is declined or reversed you may also be assessed a customary charge** by the payment processor for such transactions.

Accept Agreement * ☐

8. Once your information is entered, click the “Submit Payment” button.

Payment Summary			
Item	Quantity	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1	\$100.00	\$100.00
Total			\$100.00

Payment Information

Card Number *

Expiration Date *

MMYY

Security Code *

CVV

This can be found on the back of your card

User Agreement


By entering your credit card and/or checking account information you (1) state that **you are an authorized user** of the credit card and/or electronic check and that the associated information entered (e.g., account holder name, account number, billing address) is accurate, (2) **you authorize the payment processor to charge the amount you have requested** to your credit card and/or funding account, (3) **if this is a recurring payment, you authorize the payment processor to charge the amount you have requested** in accordance with the recurring payment schedule, (4) **acknowledge if a charge is declined or reversed you may also be assessed a customary charge** by the payment processor for such transactions.

Accept Agreement * ☐

Back

Cancel

Submit Payment



Click here!

9. Please forward the receipt you received via e-mail to deqhardrock@mt.gov.