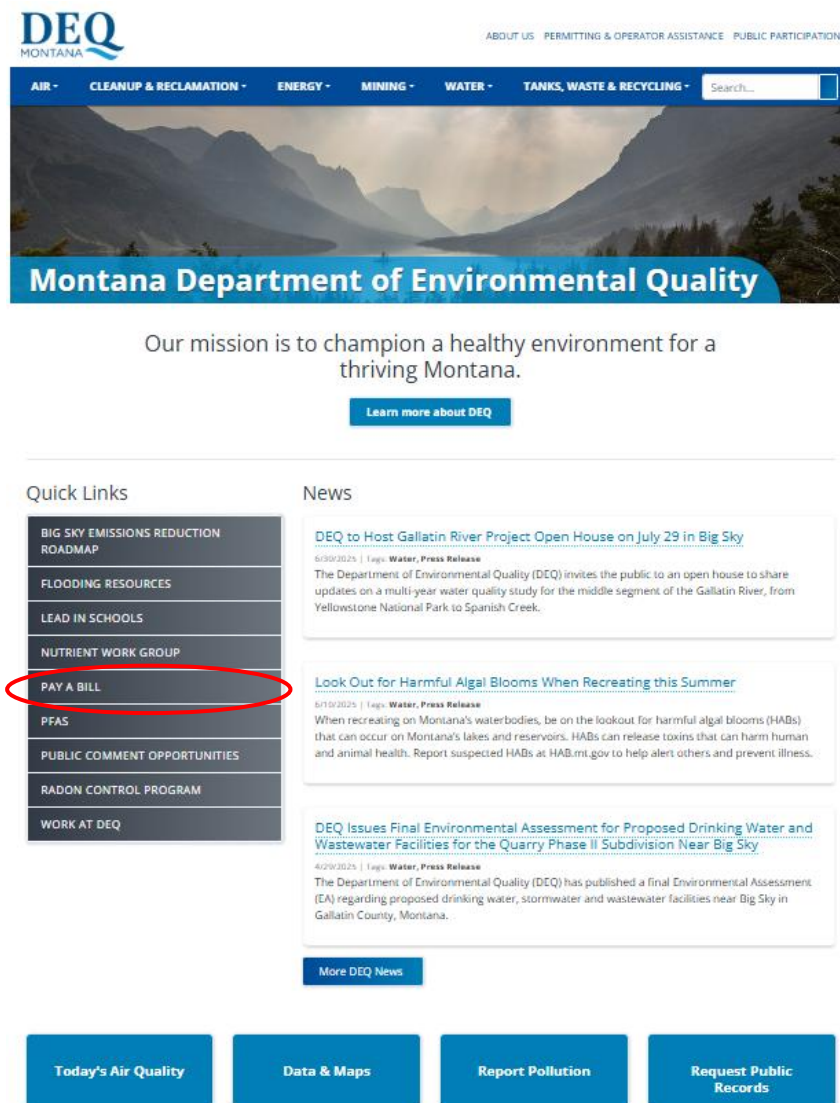


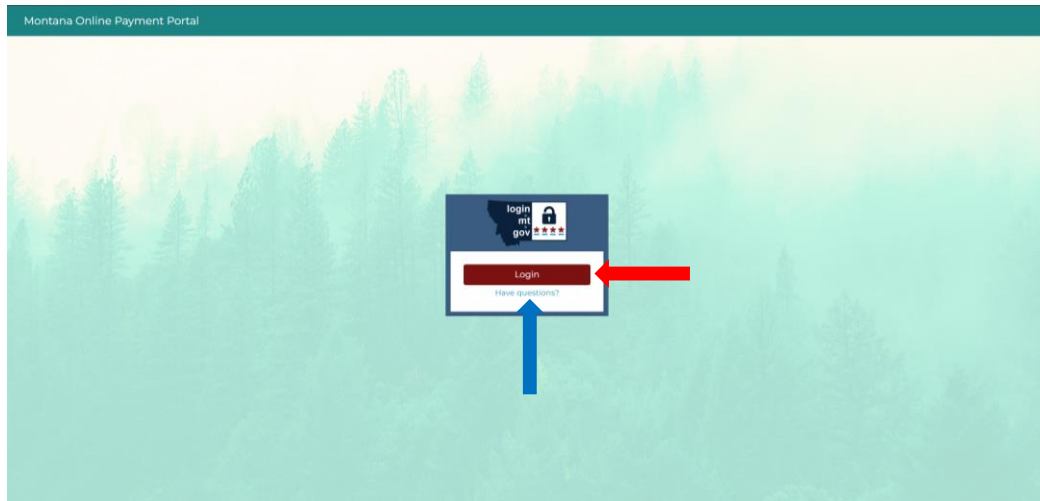
Instructions for E-Payment of Annual Hard Rock Mining Operating Permit Fee

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 – select “Pay a Bill” from the Quick Links list on the left side of the page.



2. Log in with your State of Montana Okta “ePass” account using the **“Login” button**. If you do not have an account, select the **“Have questions?”** link below the login button for instructions on how to create an account.



3. 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)

Item

Item Cost

Item Total

Total

-

Add Item

Reset

Next

4. Click the Add Item button.

Items

Payment Type *

☐ Credit/Debit Card

☐ ACH (eCheck)

Item

Item Cost

Item Total

Total

-

Add Item

Reset

Next

5. 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**”.

The screenshot shows a modal window titled "Add An Item" with a close button (X) in the top right corner. It contains a table with the following rows:

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

A yellow rectangular box highlights the last row. A red circle highlights the "Add" button for this row. A red arrow points from the text "Click here!" to the circled button. A "Cancel" button is located at the bottom right of the dialog.

6. 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.
- The Item Cost: enter the amount due shown on your invoice. **Do not combine multiple annual fees into a single item.**
 - The Invoice #
 - Retype the Invoice #
 - 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.
 - 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 for Hard Rock Mining Operating Permit fee for **Invoice # HRM123456**, **Permit No. 00050**, **Permittee: Mining Company Inc.**:

Payment Type *

☐ Credit/Debit Card

☒ ACH (eCheck)

Item	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1 1000	\$1,000.00

Invoice # *
HRM123456

Retype Invoice # *
HRM123456
Please retype the invoice # for verification

Customer Number *
OP-00050
Your Customer Number is on your invoice

Business / Customer Name *
Mining Company, Inc.

Total \$1,000.00

Add Item

Reset Next

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.

7. Enter your Billing Information. This is for the card holder. All fields with red asterisks are required. **Please enter your email 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
United States

State *
Montana

Zip Code *

Phone *

Email Address

Back

Cancel

Next

8. 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 *
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

9. 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!

10. Please forward the receipt you received via email to deghardrock@mt.gov.