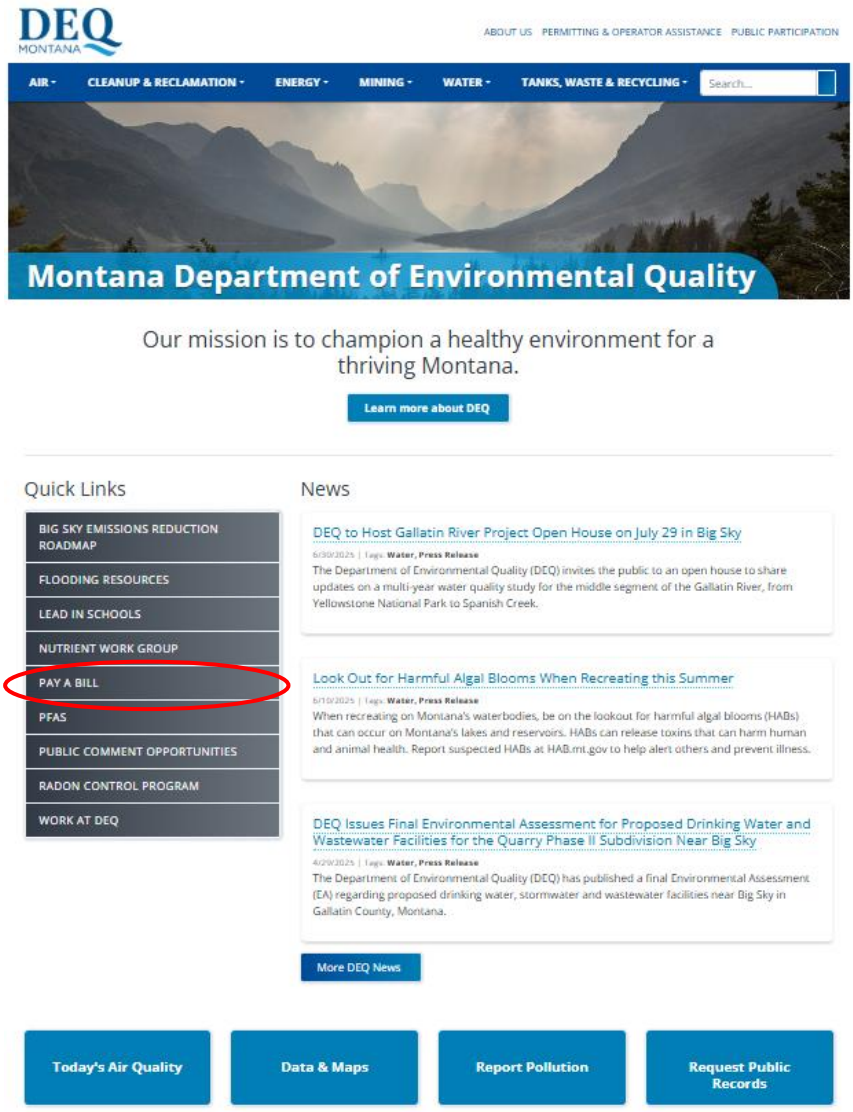
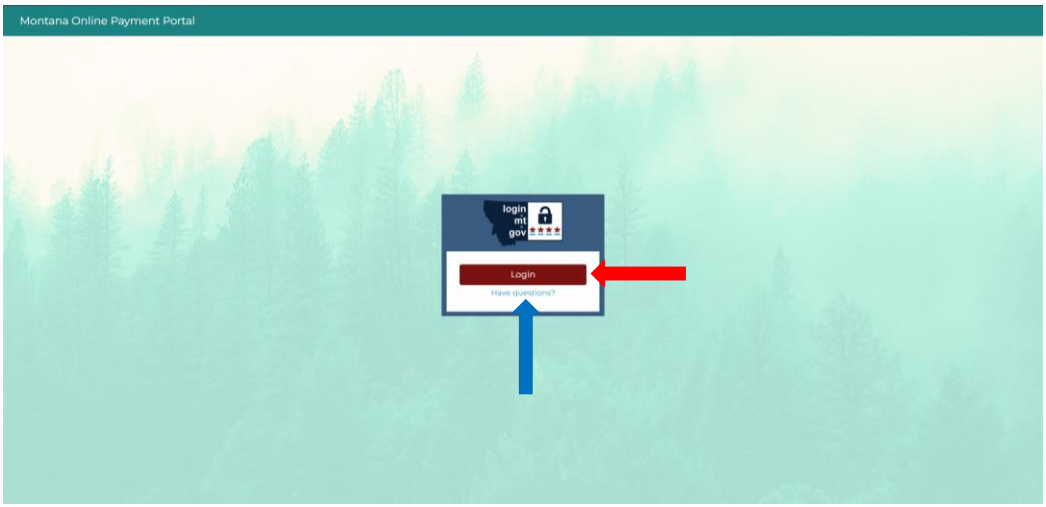
Instructions for E-Payment of Annual Hard Rock Mining Operating Permit Fee

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.

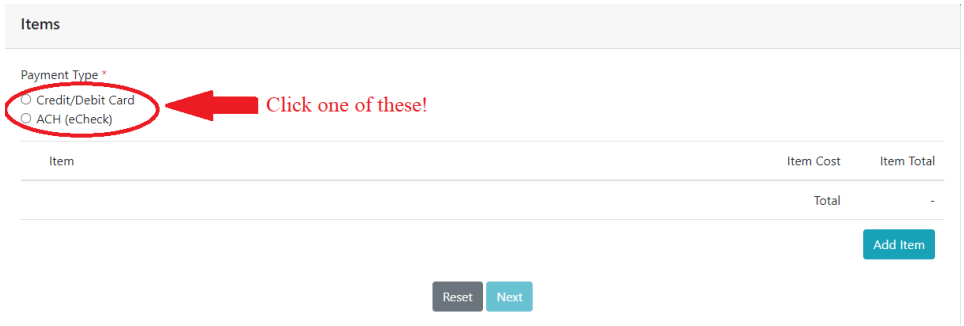
1. Go to DEQ's webpage at https://deq.mt.gov. You will arrive at our home page – select "Pay a Bill" from the Quick Links list on the left side of the page.



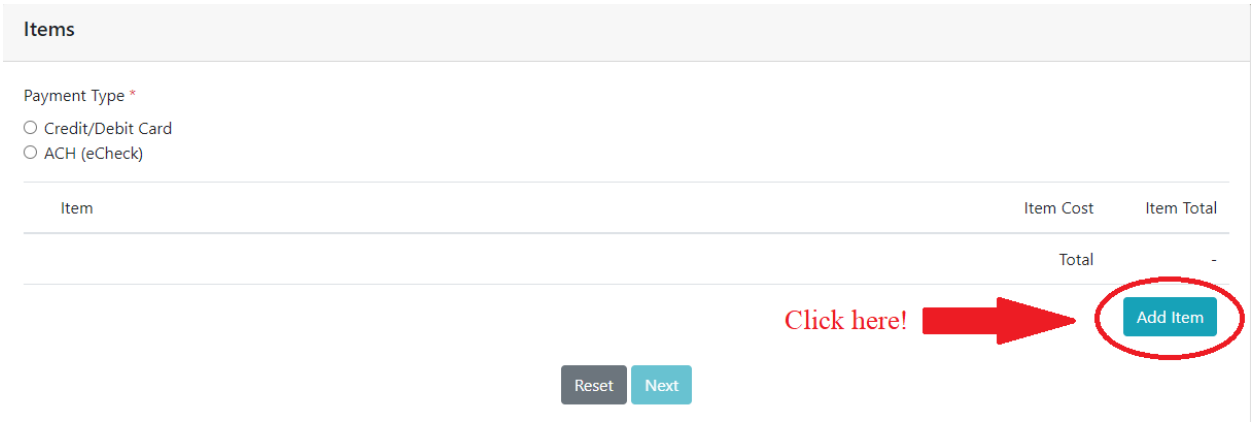
2. Log in with your State of Montana Okta “ePass” account using the “Login” button. If you do not have an account, select the “Have questions?” link below the login button for instructions on how to create an account.



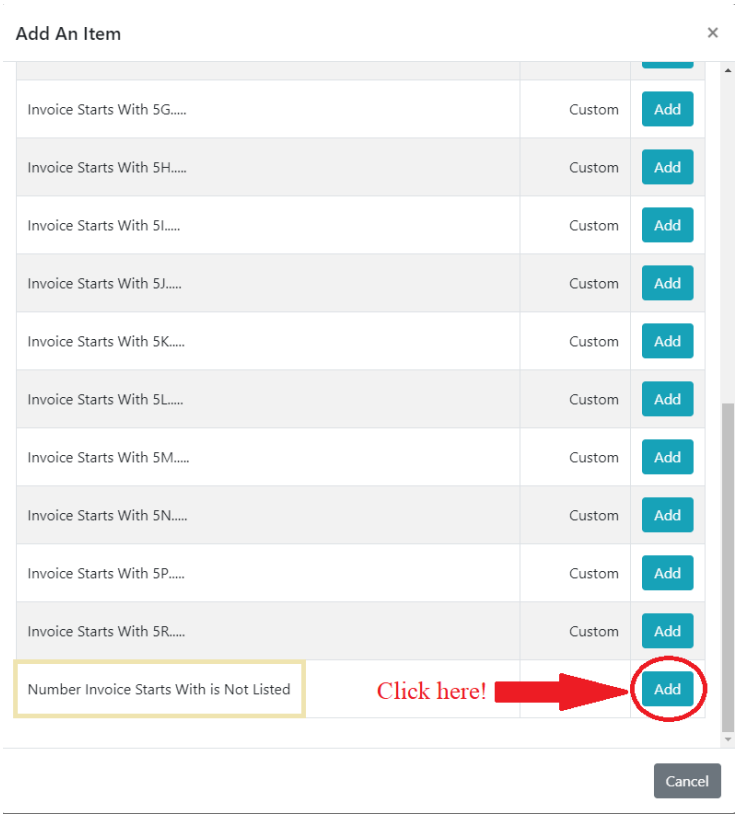
3. Select your Payment Type. Click the radio button adjacent to the type of payment method you will be using.



4. Click the Add Item button.



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**".

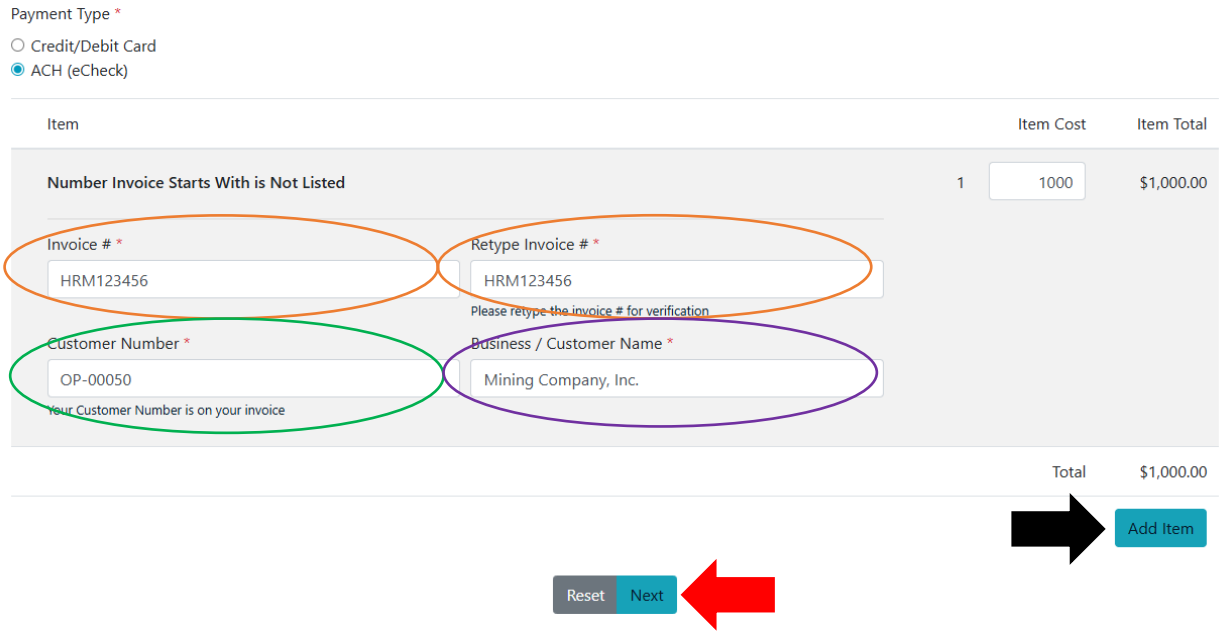


6. Add the following information to the form. The form does not have validation. Please enter the information as described below to ensure you appropriately receive credit for your annual fee payment.
    a. The Item Cost: enter the amount due shown on your invoice**. Do not combine multiple annual fees into a single item.**
    b. The Invoice #
    c. Retype the Invoice #
    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.

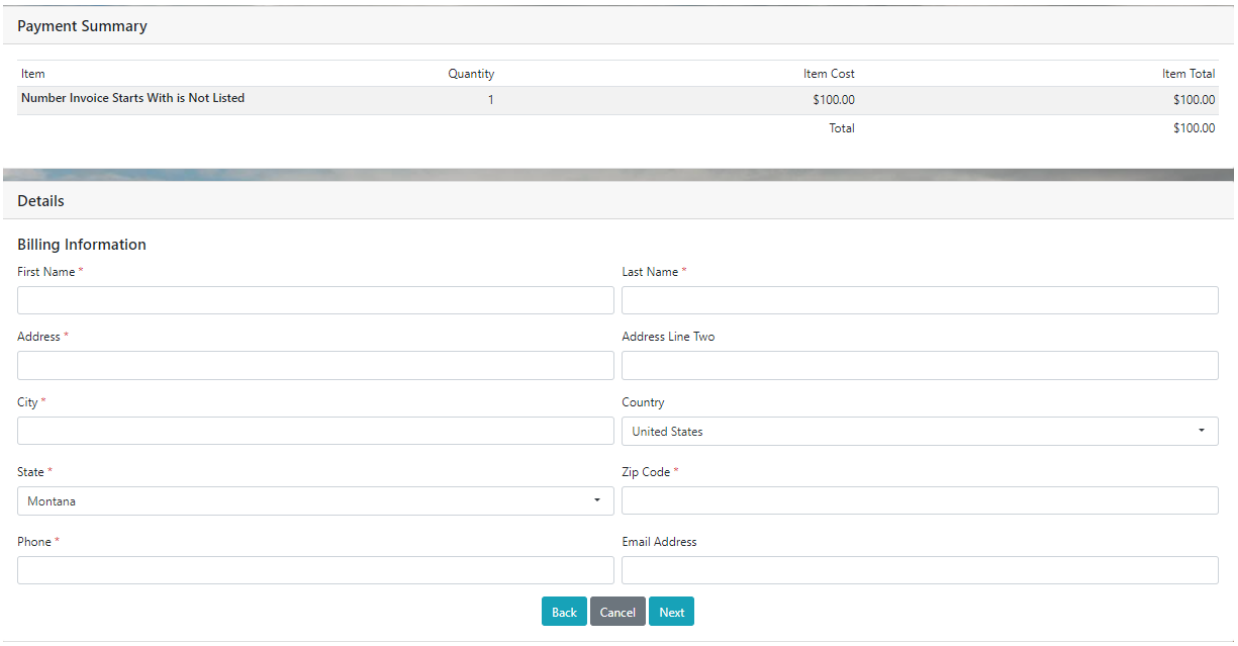
    e. The Business/Customer Name: **Permittee** (Enter the name of the Hard Rock Mining Operating Permit permittee). The permittee is the name of the permit holder.

The following is an example for Hard Rock Mining Operating Permit fee for Invoice # HRM123456, Permit No. 00050, Permittee: Mining Company Inc.:

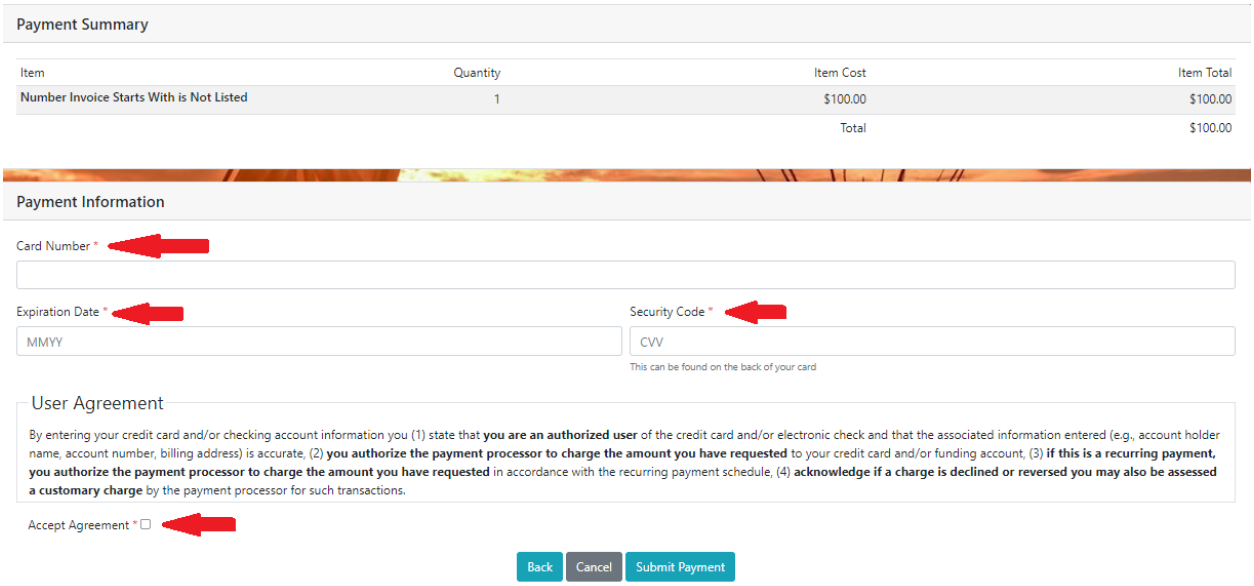


Once you have populated the information on the form, click the "**Next**" button to enter your payment details. Alternatively, you can add additional fees by clicking the "**Add Item**" button. If you add additional annual fees, you will need to repeat steps 4 and 5.

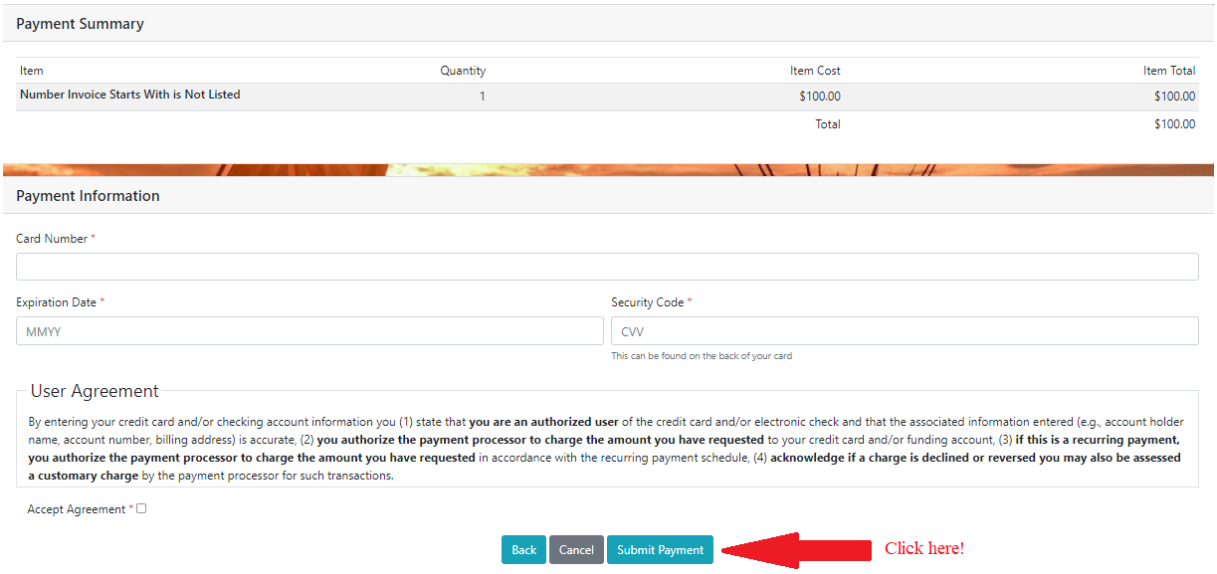
7. Enter your Billing Information. This is for the card holder. All fields with red asterisks are required. **Please enter your email address to receive a receipt for your electronic payment.**



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



9. Once your information is entered, click the "Submit Payment" button.



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