

# Instructions for E-payment of New Exploration License Fee and Exploration License Major Amendment Fees

You may make checks payable to DEQ Financial Services Office and mail them to:

DEQ  
Financial Services Office  
PO Box 200901  
Helena, MT 59620-0901

If you wish to pay electronically follow the instructions below.

**NOTE: DEQ will not enter electronic payment information on your behalf.** If you have questions using the e-payment method, please contact the [DEQSMEsandExploration@mt.gov](mailto:DEQSMEsandExploration@mt.gov).

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.

DEQ MONTANA

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Montana Department of Environmental Quality

Our mission is to champion a healthy environment for a thriving Montana.

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News

**DEQ Begins Triennial Review of Water Quality Standards**  
5/12/2023 | Tags: Water, Press Release  
Montana's Department of Environmental Quality (DEQ) is soliciting suggestions for potential revisions to water quality standards through a comment period and public hearing. The triennial review of water quality standards happens every three years as required by the Montana Water Quality Act...

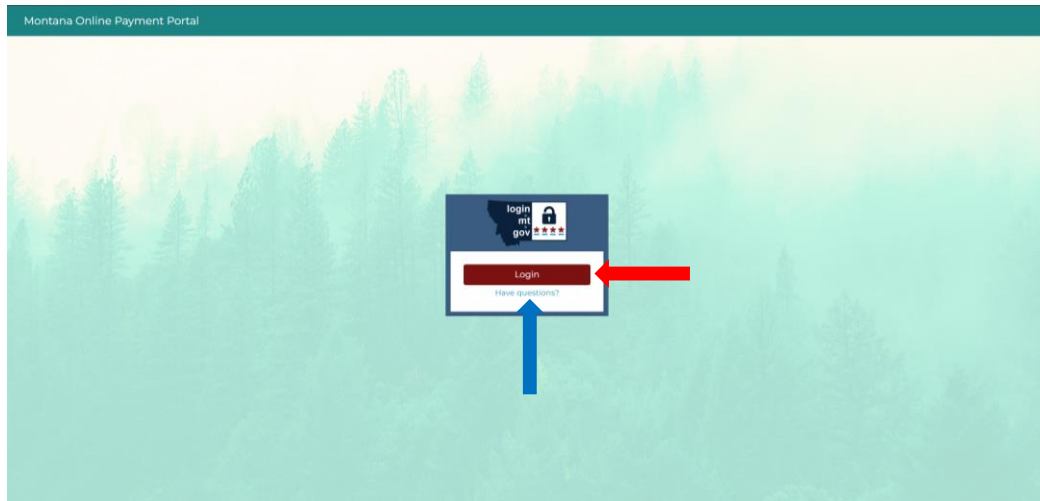
**2023 Montana Watershed and Wetland Stewardship Award Recipients Announced**  
4/10/2023 | Tags: Water, Press Release  
Five individuals and families will be honored with 2023 Montana Watershed and Wetland Stewardship Awards by the Montana Watershed Coordination Council (MWCC) and the Montana Department of Environmental Quality (DEQ). The awards recognize individuals or groups who embody excellence and commitment to watershed or wetland...

**DEQ's Bitterroot River Nutrient Protection Plan is the First Accepted by EPA in the Region**  
4/19/2023 | Tags: Water, Press Release  
The Bitterroot River Nutrient Protection Plan, written by the Department of Environmental Quality with support from local stakeholders, received final acceptance from the U.S. Environmental Protection Agency (EPA). This is the first protection plan of its kind in the EPA's mountains and...

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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. Select the invoice type states "**Invoice Starts With is Not Listed**" and click on the "Add" button adjacent to the correct Item.

Invoice Type	Label	Action
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

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 application or amendment fee payment. Invoice #'s are not generated for Exploration License Application or Amendment Fees.

- a. **The Item Cost:** Enter the correct value from the [Exploration License Fee Schedule](#). **Do not combine multiple fees into a single item.**
- b. **The Invoice Number:**
  - i. **New License:** 2026 - Hard Rock Mining Exploration License New Application Fee
  - ii. **Amendment:** 2026 - Hard Rock Mining Exploration License Amendment Fee
- c. **Retype the Invoice Number.**
- d. **Customer Number:**
  - i. **New License:** Please coordinate with [DEQSMESandExploration@mt.gov](mailto:DEQSMESandExploration@mt.gov) to get an Exploration License number assigned prior to paying the application fee.
  - ii. **Amendment:** Enter your Hard Rock Mining Exploration License Number

Example:

1. For Hard Rock Mining Exploration License No. 00050 enter Explo-00050.
2. For Hard Rock Mining Exploration License No. 00101 enter Explo-00101.

- e. **The Business/Customer Name:** Licensee (Enter the name of the Hard Rock Mining Exploration Licensee).

The following is an example: Hard Rock Mining Exploration License application fee for a New Exploration License Application, Conducting activities beneath the surface of the land, Explo No. 00050, Licensee: Mining Company Inc.

Items

Log Out

Payment Type \*

☐ Credit/Debit Card

☒ ACH (eCheck)

Item		Item Cost	Item Total
Number Invoice Starts With is Not Listed	1	2000	\$2,000.00
<div><div>Invoice # *</div><div>2026 - Hard Rock Mining Exploration License</div><div>Customer Number *</div><div>Explo-00050</div><div>Your Customer Number is on your invoice</div></div> <div><div>Retype Invoice # *</div><div>2026 - Hard Rock Mining Exploration License</div><div>Please retype the invoice # for verification</div><div>Business / Customer Name *</div><div>Mining Company, Inc.</div></div>			
Total			\$2,000.00

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, 5, and 6.

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	\$2,000.00	\$2,000.00
Total			\$2,000.00

Details

Billing Information

First Name \*

Last Name \*

Address \*

Address Line Two

City \*

Country

State \*

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
Invoice Starts With SI.....	1	\$400.00	\$400.00
Total			\$400.00

### Payment Information

Card Number \* 


Expiration Date \*  Security Code \* 

MMYY 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
Invoice Starts With SI.....	1	\$400.00	\$400.00
Total			\$400.00

### Payment Information

Card Number \*

Expiration Date \* Security Code \*


MMYY 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 

10. Please forward the receipt you received via email to [DEQSMESandExploration@mt.gov](mailto:DEQSMESandExploration@mt.gov)