

# Instructions for E-Payment of Annual Exploration License 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.



Quick Links

- BIG SKY EMISSIONS REDUCTION ROADMAP
- FLOODING RESOURCES
- LEAD IN SCHOOLS
- NUTRIENT WORK GROUP
- PAY A BILL**
- PFAS
- PUBLIC COMMENT OPPORTUNITIES
- RADON CONTROL PROGRAM
- WORK AT DEQ

News

**DEQ to Host Gallatin River Project Open House on July 29 in Big Sky**  
6/30/2025 | Tags: Water, Press Release  
The Department of Environmental Quality (DEQ) invites the public to an open house to share updates on a multi-year water quality study for the middle segment of the Gallatin River, from Yellowstone National Park to Spanish Creek.

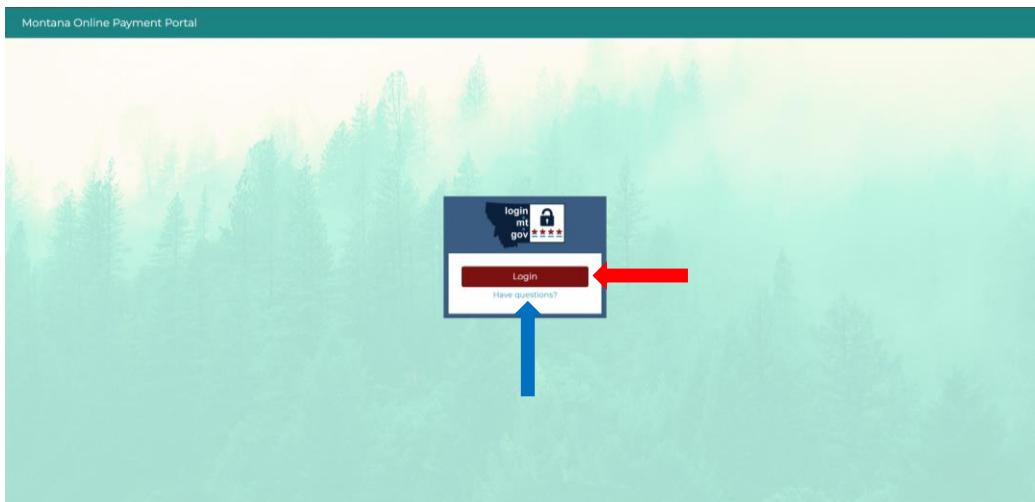
**Look Out for Harmful Algal Blooms When Recreating this Summer**  
6/10/2025 | Tags: Water, Press Release  
When recreating on Montana's waterbodies, be on the lookout for harmful algal blooms (HABs) that can occur on Montana's lakes and reservoirs. HABs can release toxins that can harm human and animal health. Report suspected HABs at [HAB.mt.gov](http://HAB.mt.gov) to help alert others and prevent illness.

**DEQ Issues Final Environmental Assessment for Proposed Drinking Water and Wastewater Facilities for the Quarry Phase II Subdivision Near Big Sky**  
4/29/2025 | Tags: Water, Press Release  
The Department of Environmental Quality (DEQ) has published a final Environmental Assessment (EA) regarding proposed drinking water, stormwater and wastewater facilities near Big Sky in Gallatin County, Montana.

More DEQ News

Today's Air Quality    Data & Maps    Report Pollution    Request Public Records

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)

 Click one of these!

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	-

**Click here!**  

**Add Item**

**Reset** **Next**

5. You will now need to select an item from a list of invoice types. Select the invoice type that matches your invoice number **"Invoice Starts With..."** and click on the "Add" button adjacent to the correct item.

Add An Item

Item	Item Cost	
Invoice Starts With 1A.....	Custom	<b>Add</b>
Invoice Starts With 3A.....	Custom	<b>Add</b>
Invoice Starts With 4A.....	Custom	<b>Add</b>
Invoice Starts With 4B.....	Custom	<b>Add</b>
Invoice Starts With 4C.....	Custom	<b>Add</b>
Invoice Starts With 5A.....	Custom	<b>Add</b>
Invoice Starts With 5B.....	Custom	<b>Add</b>
Invoice Starts With 5C.....	Custom	<b>Add</b>
Invoice Starts With 5D.....	Custom	<b>Add</b>
Invoice Starts With 5E.....	Custom	<b>Add</b>
Invoice Starts With 5F.....	Custom	<b>Add</b>
Invoice Starts With 5G.....	Custom	<b>Add</b>

Add the item that matches your invoice #

**Cancel**

6. Add the following information to the form. The form does not have validation. Please enter the information as described on your invoice 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.**
- Customer Number
- Business/Customer Name
- Invoice #
- Retype the Invoice #

The following is an example for Exploration License fee for Customer Number: ExampleCustomer123, Business/Customer Name: Exploration Company Inc., Invoice # 5I123456

Items
Danesi, Don
[Log Out](#)

Payment Type \*

Credit/Debit Card

ACH (eCheck)

Item	Item Cost	Item Total
Invoice Starts With 5I.....	1	400
Customer Number *	\$400.00	
ExampleCustomer123		
Your Customer Number is on your invoice		
Invoice 5I# *	5I123456	
Retype Invoice 5I# *	5I123456	
Total \$400.00		
<a href="#">Add Item</a>		

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
Invoice Starts With 5I.....	1	\$400.00	\$400.00
		Total	\$400.00

Details

Billing Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Address *	Address Line Two
<input type="text"/>	<input type="text"/>
City *	Country
<input type="text"/>	<input type="text"/>
State *	Zip Code *
<input type="text"/>	<input type="text"/>
Phone *	Email Address
<input type="text"/>	<input type="text"/>

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 51.....	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 51.....	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)