Instructions for E-payment of Annual SMES Administrative Fee

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

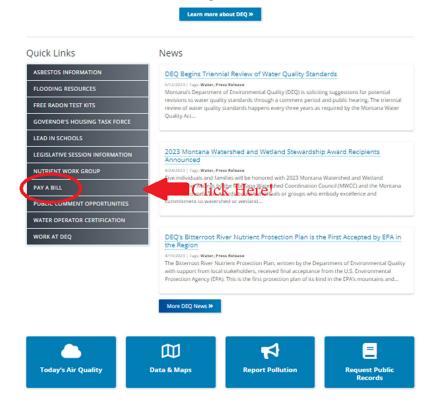
If you wish to pay electronically follow the instructions below.

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.

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



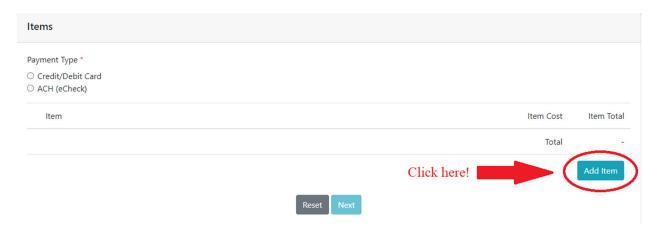
Our mission is to champion a healthy environment for a thriving Montana.



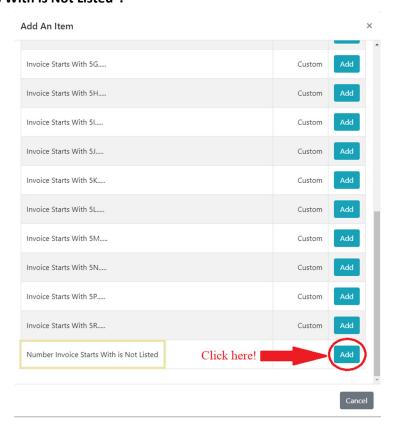
2. Select your Payment Type. Click the radio button adjacent to the type of payment method you will be using.



3. Click the Add Item button.

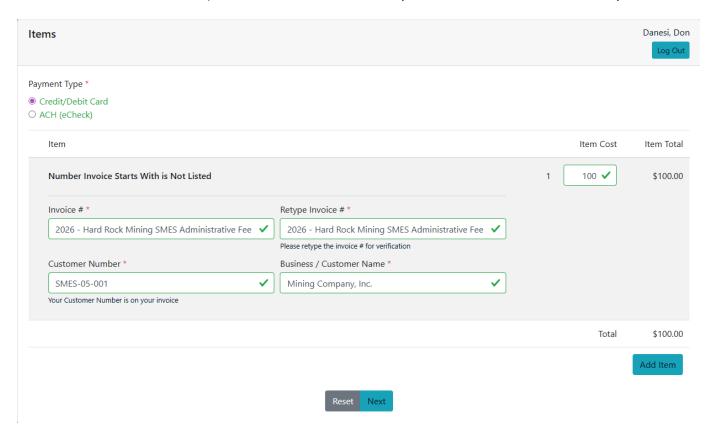


4. You will now need to select an item from a list of invoice types. Your invoice type is "Number Invoice Starts With is Not Listed". Scroll down to the bottom of the list and click on the "Add" button adjacent to the "Number Invoice Starts With is Not Listed".



Page 2 of 4

- 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
 Administrative fee payment.
 - a. The Item Cost: \$100 (Enter 100).
 - i. Do not combine multiple annual fees into a single item.
 - b. The Invoice #: **2026 Hard Rock Mining SMES Administrative Fee** (Invoice #'s are not generated for SMES Administrative Fees)
 - c. Retype the Invoice #: 2026 Hard Rock Mining SMES Administrative Fee
 - d. The Customer Number: Enter your Hard Rock Mining SMES Number as using the following format: **SMES-XX-XXX**
 - i. Your specific permit number will replace the "X"
 - ii. Example: for Hard Rock Mining SMES No. 05-001 enter "SMES-05-001".
 - e. The Business/Customer Name: SMES Holder (Enter the name of the SMES Holder)



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 are submitting payment after March 1st you need to add a Late Fee.

You will need to add an additional \$100 fee by repeating steps 4 and 5.

- A. The Item Cost: \$100 (Enter 100)
- B. The Invoice #: 2026 Hard Rock Mining SMES Late Fee

- 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.
- 7. Enter Payment Information. All fields with red asterisks are required. You will also need to click the Accept Agreement box.
- 8. Once your information is entered, click the "Submit Payment" button.
- 9. Please forward the receipt you received via email to DEQSMESandExploration@mt.gov

