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**Introduction:**
This online system was developed as a convenience for Major Petroleum License Holders (hereafter termed as customer).

The system is designed to convenience customers through:
- Avoiding complex fee calculations
- Submitting reports online
- Submitting payments online
- Viewing facility and account level (multi facilities) information
- Printing reports

The system requires customers to create a personal NY.gov account and use those credentials each time when accessing the system.

**Instructions & Assumptions:**
1. Initially, a customer will be granted access only to the facility used during the NY.gov ID vetting process. To access additional facilities under the same user, the customer will have to email DEC’s Revenue Bureau at revenue@dec.ny.gov and request additional facilities to be added to their credentials.

2. The terms “Report” and “Invoice” are used by DEC interchangeably to denote the same document.

3. Please verify the information on each webpage of the application. In case of any issue please e-mail DEC’s Revenue Bureau at revenue@dec.ny.gov

4. Currently online users can report data for only one facility at a time.

5. The ‘Back to Home Page’ button will always bring you back to the Customer search page.

6. TIP messages: Tip messages help you to browse the application uninterrupted.
7. Please avoid using the browser back button. Most of the pages have a link/button which takes the customer to the previous page and should be used instead. See below -

![Image]

8. After the work is completed and saved, please log out of the system and close the browser session.
A. Creating a NY.gov ID

Note:
1. If you already have a NY.gov ID (step A) and not using for any other DEC online payment program; you can use the same for accessing this system. If so, please jump directly to section ‘Customer Identification Validation’.

2. Step ‘A’ (creating NY.gov id) only needs to be completed once.

a) User ID creation

2. Click on the link ‘Creation of new MOSF NY.GOV account’ link. The following page would be displayed
3. Click ‘Don’t have an Account’ button. Following page is displayed.

4. Click ‘Personal’ account type.
5. Click ‘Sign Up for a Personal NY.gov ID’ button and fill in the requested information.

6. After entering the User Information and Login Information, click ‘Create Account’ button.
7. Click ‘Continue’ button

8. Click ‘Finish’ button to complete the username creation process. This will return to the screen shown in step 2 above.

9. **Close the browser.**

10. An email is sent by NY.gov ID to the email address provided in the User Information section as indicated above.

11. Open the email received from NY.gov ID. It appears as follows.

```
Welcome to NY.gov ID , epaytest userone

Dear epaytest userone,

Thank you for registering a NY.gov ID.

Your Username is epaytestuser01

Please click here to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

https://my.ny.gov/Activate/activate.xhtml?id=cb0af0b0-9ac2-4a76-9021-6e29ed7f1f6c&nygovidlang=en

Thank you

New York State
```
12. Click ‘Click Here’ link in the email or copy and paste the URL given in the browser. Answer the security questions.

13. Click ‘Continue’ button.

14. Click ‘Continue’ button. You will now be asked to set your password.
15. Click ‘Set Password’ button.

16. Click ‘CONTINUE’ button to finish NY.gov ID activation process.

17. Close the browser.
a) Customer Identification Validation


2. Click on the ‘Enter and Pay your reports electronically’ link. Enter the NY.gov ID and password.

Note: Next steps (3 to 6) are applicable to only those users who have a Personal NY.gov ID and are logging into DEC online payment system for the first time.
Returning users will be sent directly to 'View and Pay your invoice electronically: Section C; step2'.

3. Click ‘Sign In’ button. Enter the customer number and invoice number from the recent MOSF invoice you have received from DEC.

4. Click ‘Submit’ button. Following message is displayed.

5. **Close the browser.** You will shortly receive an email from DEC indicating that your account has been validated. Please check your SPAM/Junk email folder as some email rules may forward this type of email to that folder. If you have not received an email within an hour, please contact the Regulatory Fee Unit at (518) 402-9343 or you may e-mail them at: revenue@dec.ny.gov.
B. Accessing facility account


2. Click the link ‘View and Pay invoices. It will open the login page. Enter the NY.gov ID and password.
3. You will then see one of the following pages:
   a) If you have access to multiple facilities information,
      i. The customer search page will display all facilities.

      
      ![Customer Search Page]

      ii. After verifying data, click the Account Details link of the facility of which information is to be accessed. It will display report page.

      
      ![Account Details Page]

      NOTE: The screen shot shown is for demonstration purpose only. Generally, it is expected that just the current report is in ‘NEW’ or ‘SAVED’ status.

   b) If you have access to just one facility, after entering credentials you will be taken directly to the page shown above (3.a.ii).
C. Fill Out and Submit Report

*NOTE*: Throughout the document Monthly type report is used to demonstrate processes. Annual report can be considered as filing twelve reports together. There is NO difference in processing Annual and Monthly reports.

1. Click ‘Update’ action of the report to be filled in.

2. It opens the blank report page. Note that, out of first fourteen items, the user is allowed only to enter 1,2,3,4, and 6 only. The other items are read-only because they are auto-calculated.
3. Enter information
   a) Enter the appropriate amounts against the eligible item numbers.
      Note: Only positive, whole numbers (including zero) are allowed.
   b) If the answer to the questions 15 and/or 16 is 'Yes', enter information in the explanation box.
   c) Enter preparers information.
   d) Click ‘Save’ button. The information will be saved to the system and all the fees will be calculated. The confirmation message is shown on the top left corner.
NOTE:

a) If any of the mandatory fields are NOT filled in, an error message is shown in the top left corner.

b) If there are multiple errors, they are shown one at a time. Next error is shown after the previous one is fixed. (as shown below).

e) An annual report would look like as below -

![Annual Report Image]
4. Printing the Report:
   a) Once the report is saved, the report can be printed for your records. Click the 'Print' button situated at the bottom of the page.

   ![Report Print Button]

   b) This will start a process to generate a printable report.

   **NOTE:** This process might take some time. DO NOT close the application or carry out any other activity (i.e. submitting report, going back etc.).
c) At the end of the process, an Adobe (pdf) document is generated with the data entered (Monthly report is a two-page document while annual report has four pages).

d) The document can be downloaded and saved to the local desktop and/or printed.

e) Once done, close the print window.
5. Submission:
   a) Check the certification checkbox at the bottom of the page.
   b) Click the ‘Submit’ button.
   c) Submit action closes the report page and shows submission warning.
   d) To complete submission, click ‘I Accept’ button. It returns to the summary page on the ‘Invoices’ tab.
e) Click Reports tab on the page. The Status of the report changes to ‘SUBMITTED’ and Action code to ‘View’. It also populates the date of the submission.

NOTE:
1. Once the report is submitted, it cannot be updated online. (Refer to Updating Report Information section of the document).
2. Report must be submitted in sequence of their reporting period. System will NOT allow a current report to be submitted until all previous reports have been submitted.
D. Late Fees

Article 12 of the Navigation Law states that each eligible facility must submit a completed report, total payment and supporting documents to be postmarked no later than the twentieth day of the month immediately following the reporting month.

Here is an example

1. Following screen shot shows Jan-19 invoice (i.e. report) is not paid by its due date of 20-Feb-2019.

2. On 21st Feb 2019 a late fee will be charged to the invoice. The fee is visible on the invoices tab of the landing page.
3. Additional late fees will be charged monthly until the outstanding balance is paid in full.

Note: Late fee is calculated based on the outstanding amount for a period and keeps accruing until the invoice is fully paid (including late fees). All payments will be applied to late fees first.
E. Paying the Report

Reports can be paid one of two ways;
1. Online or
2. By sending payment to the agency.

a) To Pay Online

1. Go to the landing page, invoices tab as shown below -

![Invoice Tab](image)

2. Select the invoice(s) to be paid.

![Invoice Details](image)

This populates Pay Amount field with exact invoice outstanding amount (including late fees). The ‘Total’ automatically shows the addition of all the Pay Amounts selected.

NOTE: Invoices can be paid in the sequence of their reporting period only. Old invoices are required to be paid first otherwise an error message pops up as shown below. (Tried to pay Feb-19 invoice ahead of Jan-19 invoice).
3. Click 'Pay Invoices' button situated at the top left corner of the table. The 'Payment Confirmation' page will be displayed which includes a disclaimer and provides the ability to move forward with the payment or return to the prior page to make an adjustment. You can also print the disclosure by clicking the PDF icon directly next to the Disclaimer heading.

4. If all the information looks correct, click the 'Pay Invoices' button. This will transfer you to the payment page. At this point you will be transferred to the electronic payment provider’s site (currently Official Payments).
7. Choose your payment option and click ‘Continue’ button. The Payment Preview page shows the payment amount and fees applied along with terms and conditions.
8. Click the ‘Accept’ button to continue with the payment or select the ‘Decline’ button to cancel the transaction or select the ‘Back’ button to make modifications. Upon selecting the ‘Accept’ button, enter the requested information.
9. Please confirm all the information, entered on the previous page, is correct and acceptable. If satisfied, click the ‘Continue’ button. If not satisfied, click ‘Edit’ button to update the information.
10. Click the ‘Submit’ button to process the payment. You will receive a confirmation page and email upon the successfully completing the transaction.

11. You may print the receipt by clicking on the printer icon. You will also receive an email confirmation as depicted below.
12. You may terminate the process at this point or click ‘Continue’ button to return to the customer search page.

13. Please note that it takes around 24 hours to reflect the payment in the system.

14. Any supporting documentation (Schedule of Deliveries or Secondary Transfer Certificates) must still be mailed to the address below or emailed to revenue@dec.ny.gov no later than the 20th of the month following the reporting period in order to have your report considered to be filed on time.

b) Paying Offline

1. Print the report as described in C3 (even though report is submitted online). Fill all the necessary additional fields. Attach payment and supporting documents and post it to

   ‘NYS Department of Environmental Conservation
   Regulatory Fee Unit, Oil Spill
   625 Broadway
   Albany, New York 12233-5013

2. Allow 4-5 business days to process the payment in the system.
F. Incomplete Filing of a Report

BACKGROUND:
If all the necessary documentation is not received by the agency, the agency treats the report submission as ‘incomplete’ even though a full payment is made. Agency will remove the payments of such invoices and will be treated as late. The payment would be treated as ‘on account’.

a) As shown below Jan-19 and Feb-19 invoices are paid.

b) In case Jan-19 report is found to be ‘incomplete’ by the agency, it will be marked as incomplete and the payment(s) made against the invoice will be unapplied. The application will show following changes on the page –

1. Reports tab – the Feb-19 report’s status will be changed to ‘SUBMITTED’.

2. Invoices tab – the Feb-19 invoice will have a reason mentioned in the comments field for the invoice. A credit gets added to the facility account equal to the receipt/s related to the invoice.
3. System won't let you apply credit  
   a) To either the 'incomplete' invoice.  
   b) Or to any later period invoice/s.

4. Please contact agency's Revenue Bureau at revenue@dec.ny.gov to resolve the issue.
F. Updating Report Information

a) If the report is not Submitted yet

1. If the report is either in 'Saved' or 'NEW' status, the report can be updated by clicking 'update' link in the corresponding action’s field.

2. Clicking the 'Update' opens the report with the existing saved information, if any.

3. Update the information and submit the report.

4. For the reports that are not in either ‘SAVED’ or ‘NEW’ status, the only action that can be carried out is 'View’. Please use the following steps to update submitted report’s information.
b) If the report is already submitted and you need to amend the report:

1. From agency's web page, [http://www.dec.ny.gov/chemical/4767.html](http://www.dec.ny.gov/chemical/4767.html) download a blank MOSF report (either monthly or annual).

2. Fill in the invoice number from the report you want to amend and your assigned customer number.

3. Fill in all fields of the form, sign it and mail the report to the agency at the address on the form along with additional payment (if applicable) and supporting documentation.

4. Please allow 4-5 business days to reflect the changes.

**NOTE:** Amendments can only be accepted for a period of 30 days after the due date of the report in question and must be mailed the DEC. Amended reports cannot be submitted on-line...

*** THANK YOU ***