



*e*PAYMENT SYSTEM

USER GUIDE

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DEC Regulatory Fee Online Payment System

NYS Department of Environmental Conservation's online Payment System allow customers to pay their regulatory invoices online.

As with many NYS online services, a NY.gov ID is required to gain access to the application. The sections below outline the process for

- A. Create NY.gov ID
- B. Customer Identification Validation: validating your NY.gov ID with DEC and,
- C. View and Pay Invoices: utilizing the online payment system to view and pay invoices.

Note:

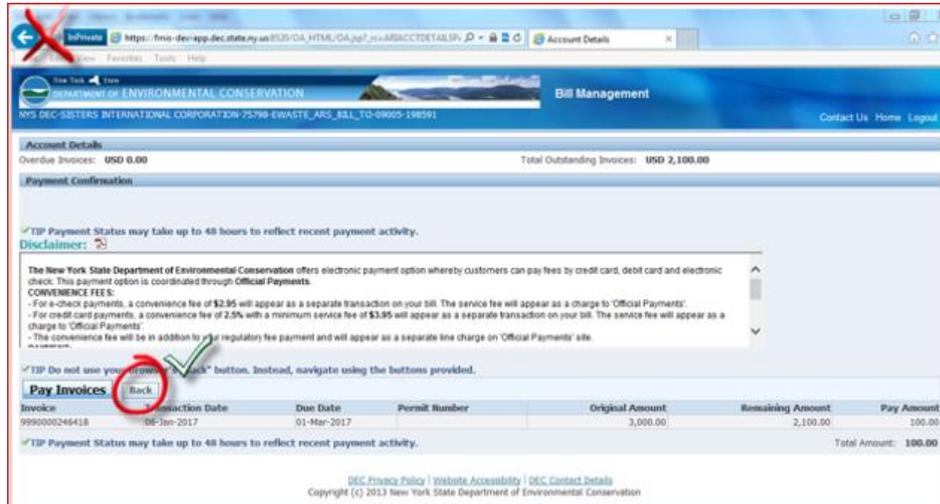
1. *If you already have a NY.gov Personal ID (step A); you can use it for online payment system access. If so, please ignore this section and jump directly to section '[Customer Identification Validation](#)'.*
2. *If you have already gone through first two steps (A&B) once (for each fee type), can directly jump to section '[View and Pay your Invoice electronically](#)'.*

NOTE: *In this user guide, TitleV regulatory fee program is used for illustration. All other regulatory fee programs would have similar process flow.*

Important Instructions

Before start executing the online process please carefully read and observe following instructions

1. **Avoid using the browser back button.** On most of the pages link/button is given to go onto the previous page. Use those instead.

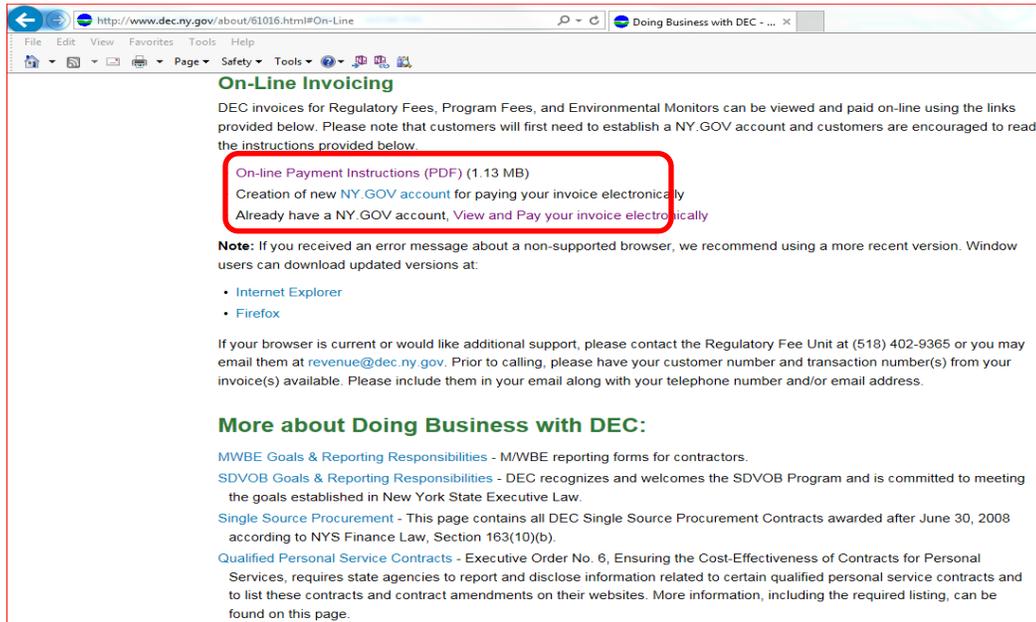


2. **Home link:** Home link will always bring you back to the Customer search page.
3. **TIP messages:** Tip messages help you to browse the application uninterrupted.
4. **Access Level:** If you have any questions about the invoices you have access to, please contact the DEC Regulatory Fee Unit at (518) 402-9343 or e-mail them at revenue@dec.ny.gov
5. **Links:** Each page has multiple links like 'Contact Us', 'Privacy Policy' etc. Clicking on the link will open the related details in the new window (or tab).

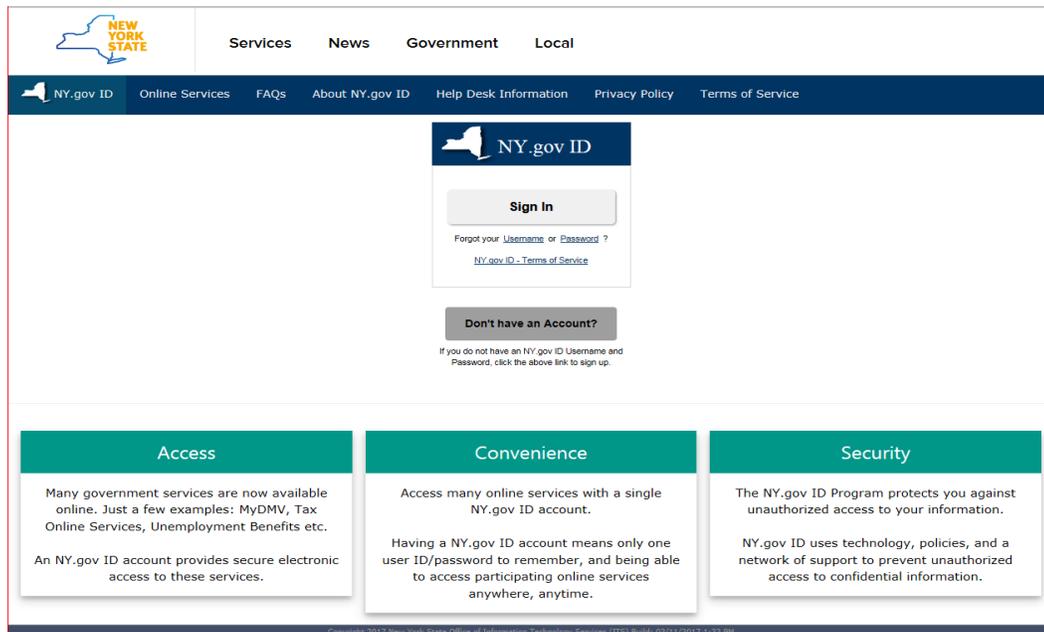
A. Creating a NY.gov ID

a) User ID creation

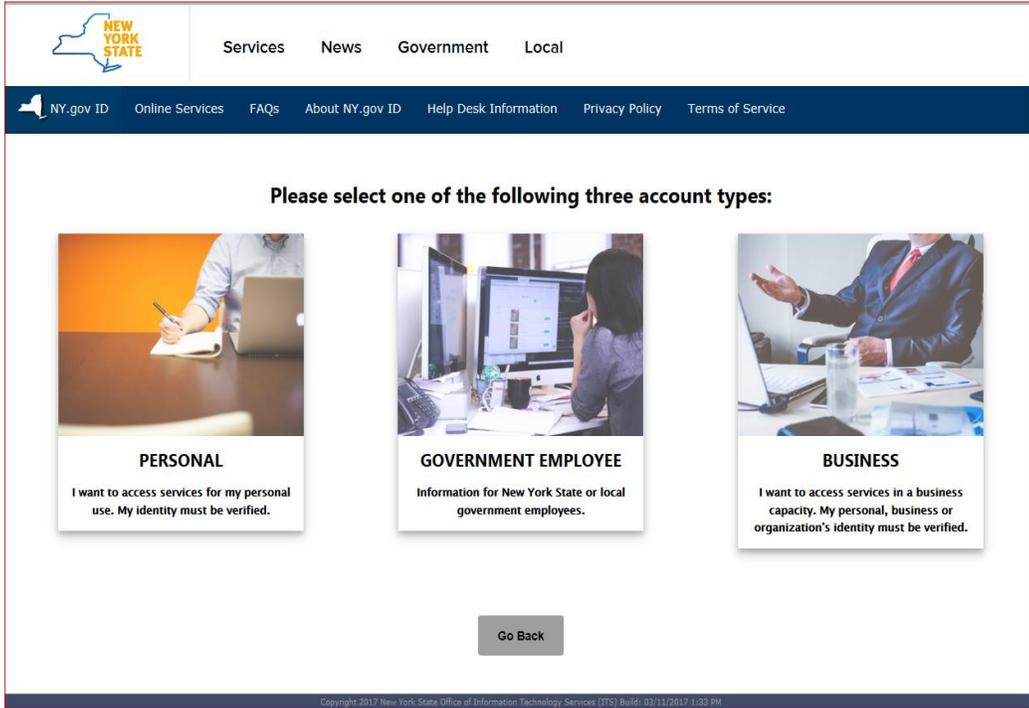
1. Visit 'On-Line Invoicing' section on 'Doing Business with DEC' web page
<http://www.dec.ny.gov/about/61016.html#On-Line>



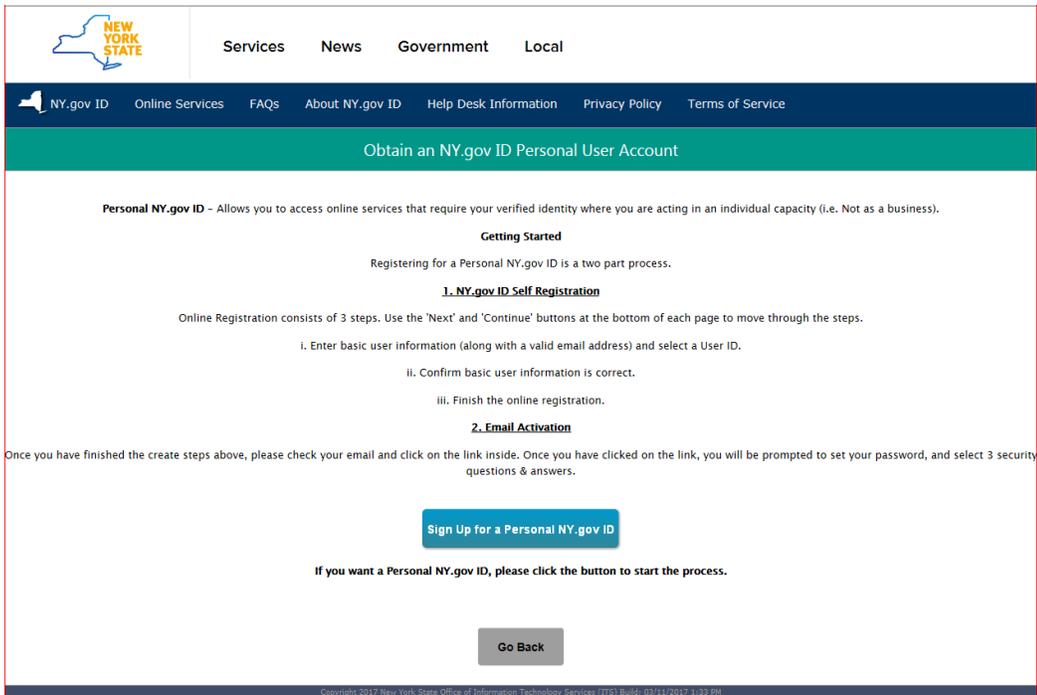
2. Click on the link 'Creation of new NY.GOV account link'. The following page would be displayed



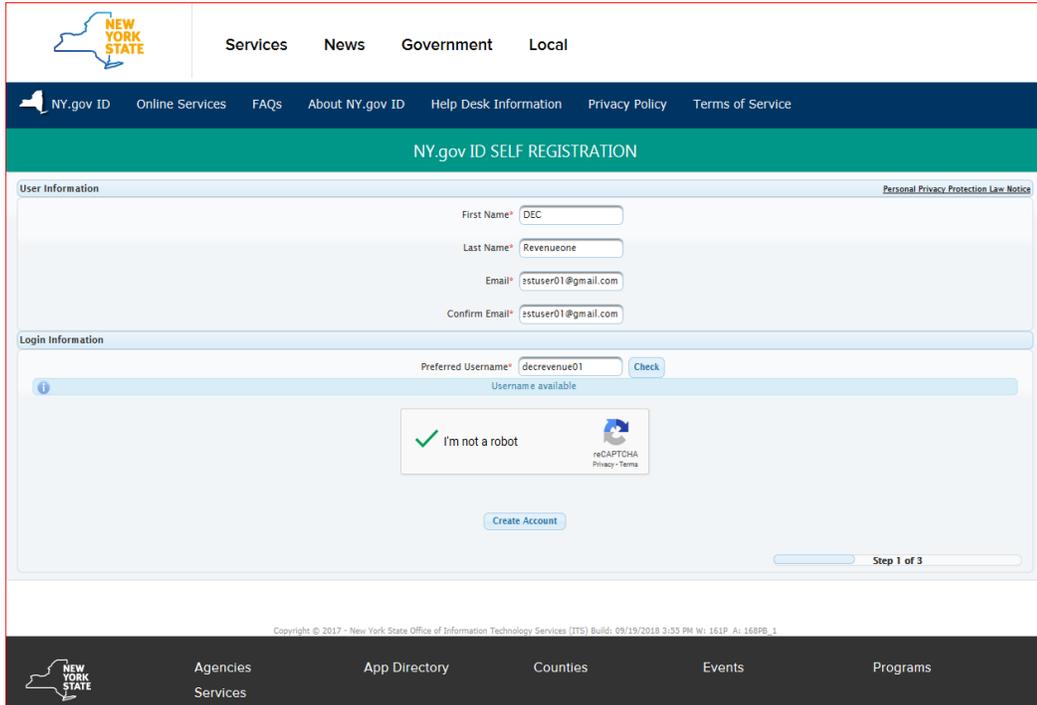
3. Click 'Don't have an Account' button. Following page is displayed.



4. Click 'Personal' account type.

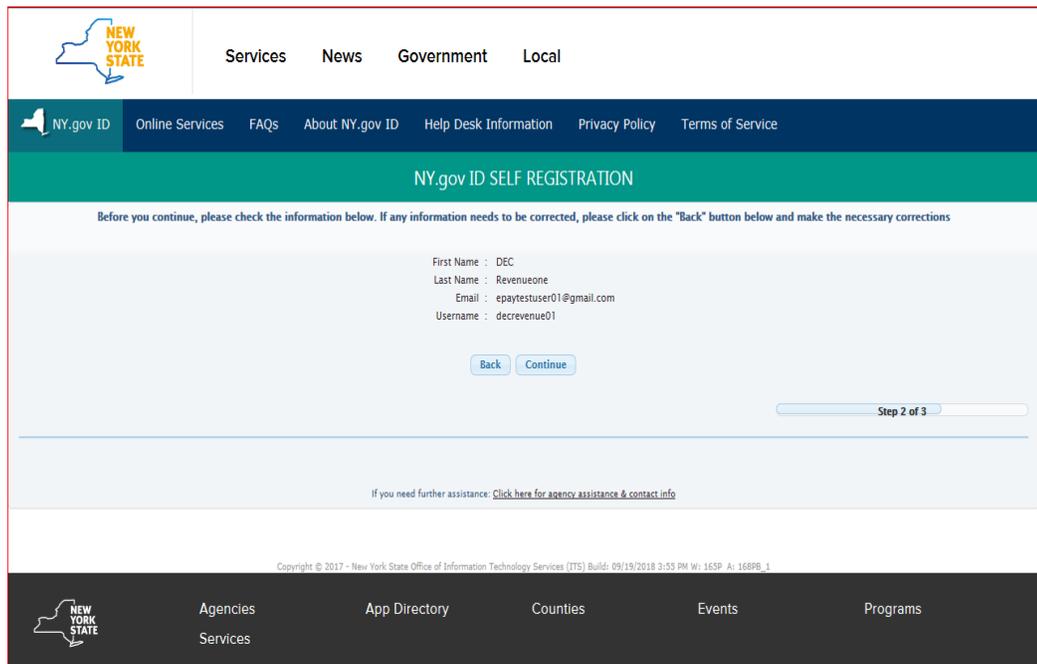


5. Click 'Sign Up for a Personal NY.gov ID' button and fill in the requested information.



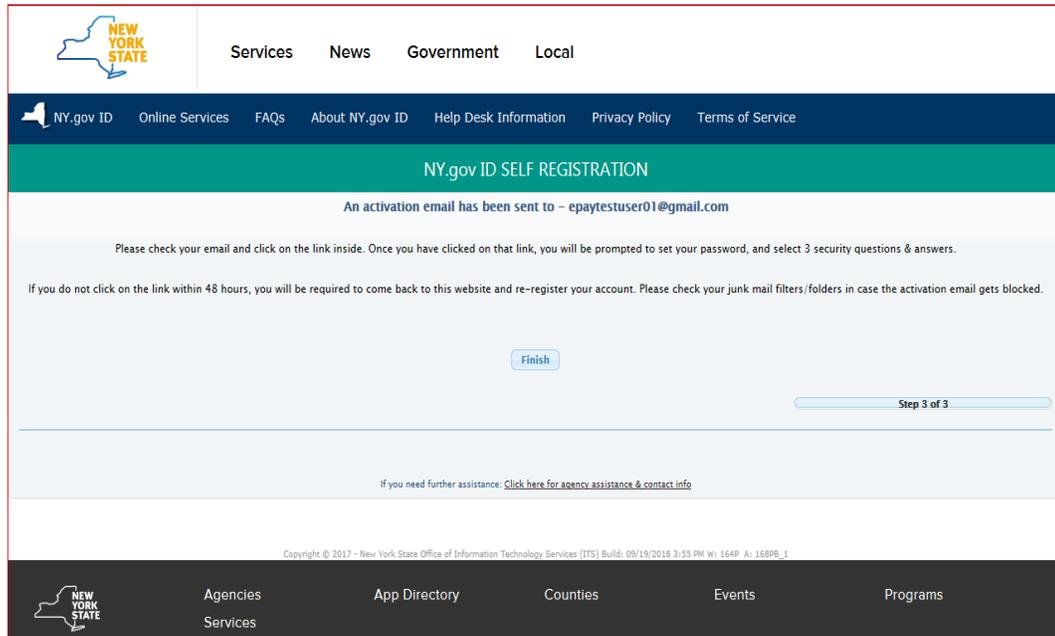
The screenshot shows the 'NY.gov ID SELF REGISTRATION' page at Step 1 of 3. The page has a green header with the New York State logo and navigation links: Services, News, Government, Local. Below the header is a dark blue navigation bar with links: NY.gov ID, Online Services, FAQs, About NY.gov ID, Help Desk Information, Privacy Policy, Terms of Service. The main content area is titled 'NY.gov ID SELF REGISTRATION' and includes a 'Personal Privacy Protection Law Notice' link. The form is divided into two sections: 'User Information' and 'Login Information'. In the 'User Information' section, the following fields are filled: First Name: DEC, Last Name: Revenueone, Email: tstuser01@gmail.com, and Confirm Email: tstuser01@gmail.com. In the 'Login Information' section, the Preferred Username is 'dcrevenue01' and a 'Check' button is visible. Below the username field, a message states 'Username available'. A reCAPTCHA widget is present with the text 'I'm not a robot' and a 'Create Account' button. A progress bar at the bottom right indicates 'Step 1 of 3'. The footer contains the New York State logo and links: Agencies, App Directory, Counties, Events, Programs, and Services.

6. After entering the User Information and Login Information, click 'Create Account' button.



The screenshot shows the 'NY.gov ID SELF REGISTRATION' page at Step 2 of 3. The page layout is consistent with Step 1. A message at the top of the main content area reads: 'Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections'. Below this message, the following information is displayed: First Name : DEC, Last Name : Revenueone, Email : epaytestuser01@gmail.com, and Username : dcrevenue01. At the bottom of this section are 'Back' and 'Continue' buttons. A progress bar at the bottom right indicates 'Step 2 of 3'. At the very bottom of the page, there is a link: 'If you need further assistance: [Click here for agency assistance & contact info](#)'. The footer contains the New York State logo and links: Agencies, App Directory, Counties, Events, Programs, and Services.

7. Click 'Continue' button



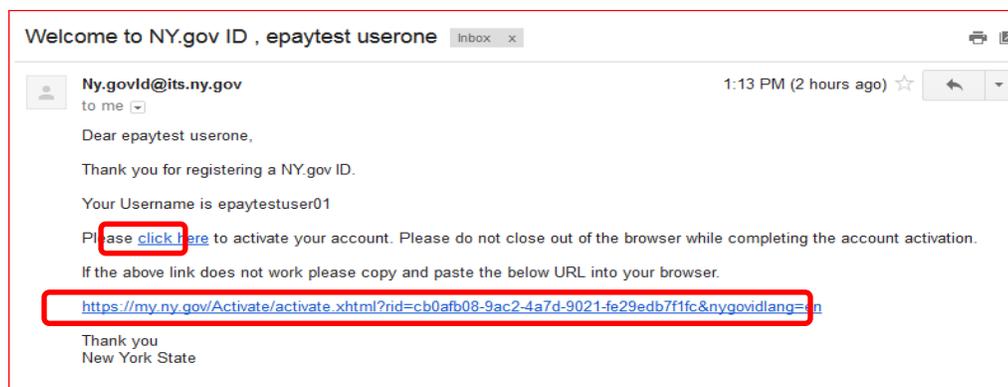
8. Click 'Finish' button to complete the username creation process. This will return to screen shown in step 2 above.

9. **Close the browser.**

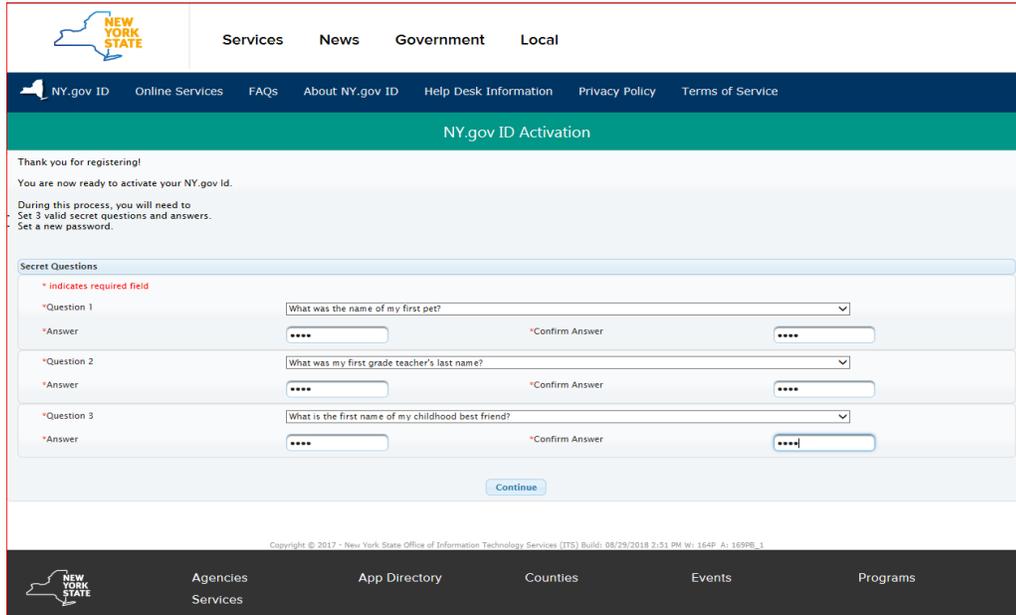
b) Setting Password

10. An email is sent by NY.govID 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.

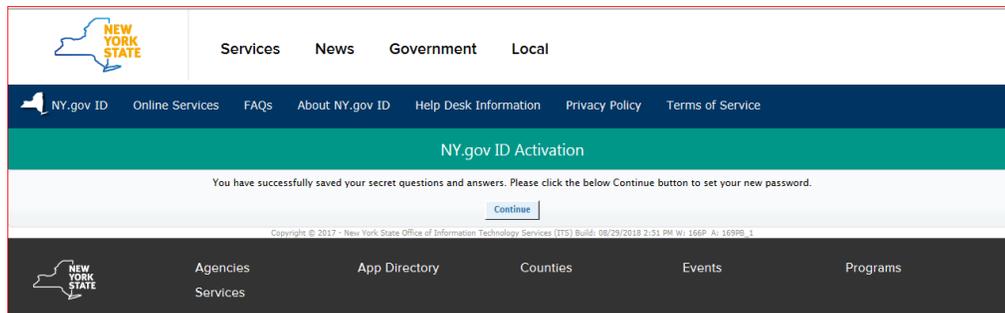


12. Click 'Click Here' link in the email or copy and paste the URL given in the browser. Answer the security questions.



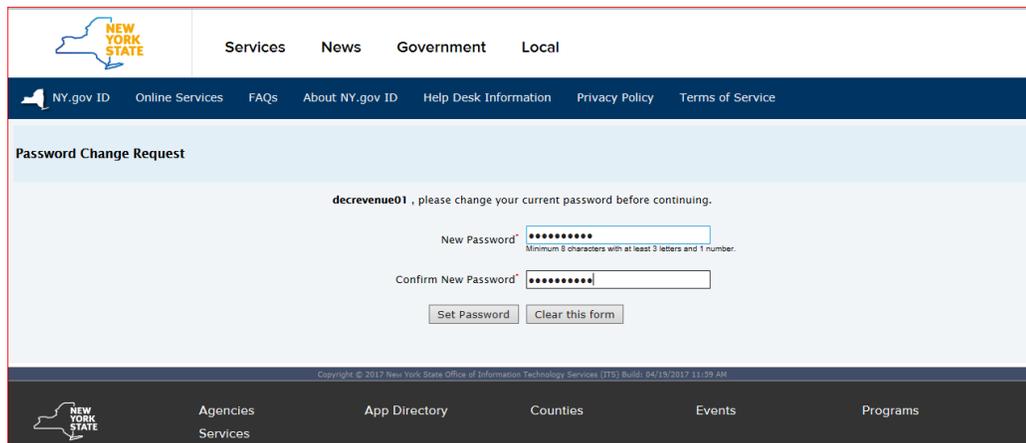
The screenshot shows the 'NY.gov ID Activation' page. At the top, there is a navigation bar with 'Services', 'News', 'Government', and 'Local'. Below that is a secondary navigation bar with 'NY.gov ID', 'Online Services', 'FAQs', 'About NY.gov ID', 'Help Desk Information', 'Privacy Policy', and 'Terms of Service'. The main heading is 'NY.gov ID Activation'. The text says: 'Thank you for registering! You are now ready to activate your NY.gov ID. During this process, you will need to Set 3 valid secret questions and answers. Set a new password.' Below this is a 'Secret Questions' section with three questions: 'What was the name of my first pet?', 'What was my first grade teacher's last name?', and 'What is the first name of my childhood best friend?'. Each question has an 'Answer' field and a 'Confirm Answer' field. A 'Continue' button is at the bottom of the form. The footer contains the New York State logo and links for 'Agencies Services', 'App Directory', 'Counties', 'Events', and 'Programs'. Copyright information is visible at the bottom: 'Copyright © 2017 - New York State Office of Information Technology Services (ITS) Build: 08/29/2018 2:53 PM W: 1649 A: 16908_1'.

13. Click 'Continue' button.



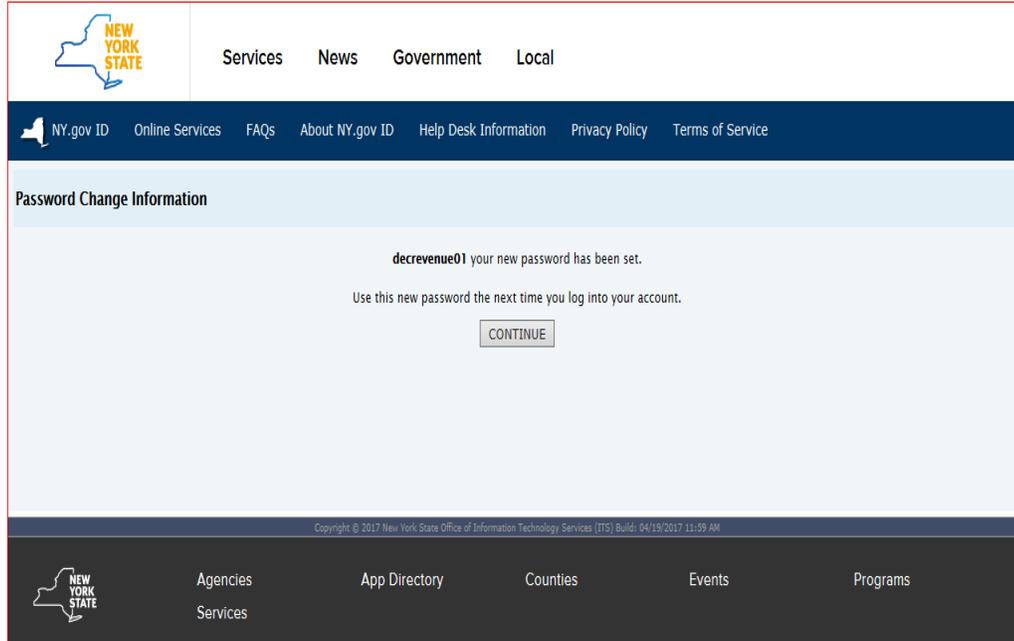
The screenshot shows the 'NY.gov ID Activation' page after the secret questions have been saved. The main heading is 'NY.gov ID Activation'. The text says: 'You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.' A 'Continue' button is centered below the text. The footer is identical to the previous screenshot, including the New York State logo and navigation links. Copyright information is visible at the bottom: 'Copyright © 2017 - New York State Office of Information Technology Services (ITS) Build: 08/29/2018 2:51 PM W: 1669 A: 16998_1'.

14. Click 'Continue' button. Enter password.

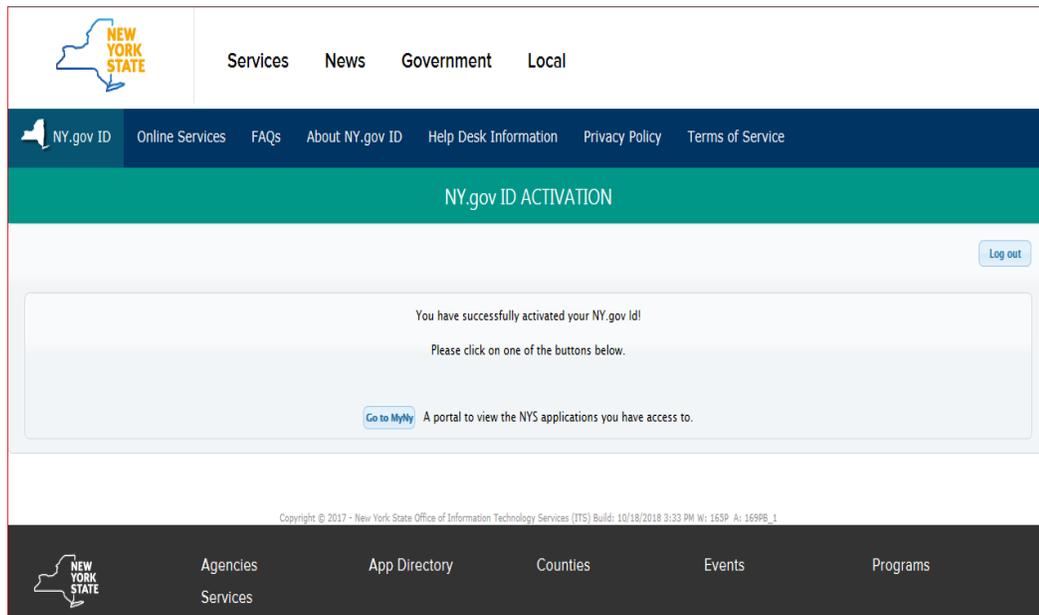


The screenshot shows the 'Password Change Request' page. At the top, there is a navigation bar with 'Services', 'News', 'Government', and 'Local'. Below that is a secondary navigation bar with 'NY.gov ID', 'Online Services', 'FAQs', 'About NY.gov ID', 'Help Desk Information', 'Privacy Policy', and 'Terms of Service'. The main heading is 'Password Change Request'. The text says: 'decrevenue01 , please change your current password before continuing.' Below this are two password input fields: 'New Password' and 'Confirm New Password'. A note below the 'New Password' field says: 'Minimum 8 characters with at least 3 letters and 1 number.' At the bottom of the form are 'Set Password' and 'Clear this form' buttons. The footer contains the New York State logo and links for 'Agencies Services', 'App Directory', 'Counties', 'Events', and 'Programs'. Copyright information is visible at the bottom: 'Copyright © 2017 - New York State Office of Information Technology Services (ITS) Build: 04/29/2017 11:29 AM'.

15. Click ‘Set Password’ button.



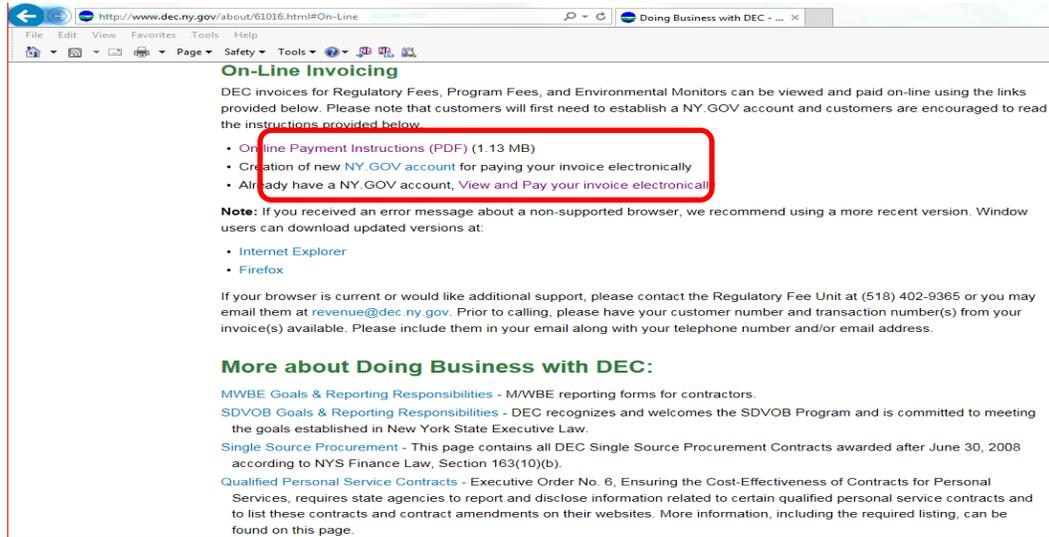
16. Click ‘CONTINUE’ button to finish NY.gov ID activation process.



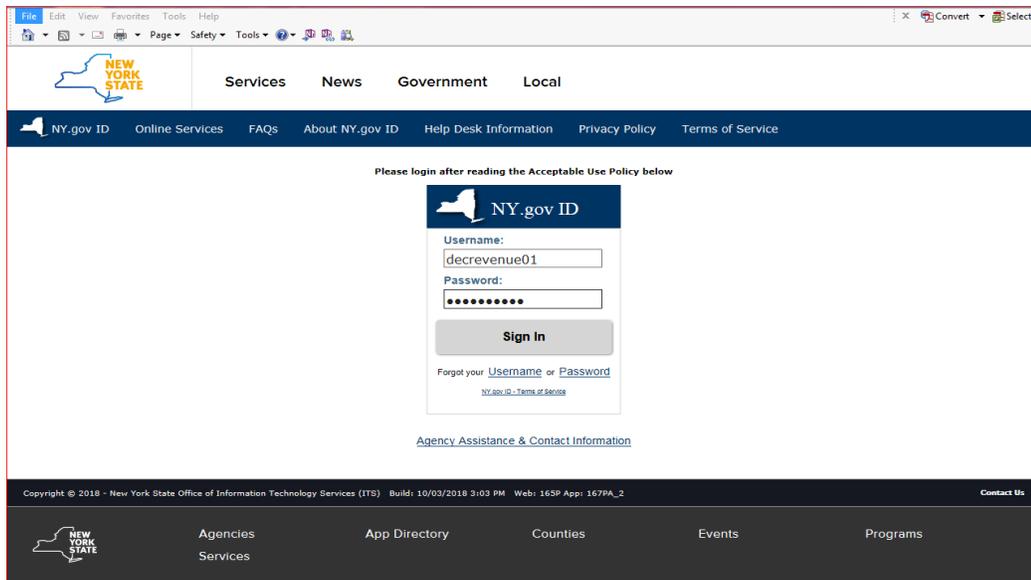
17. Close the browser.

B. Customer Identification Validation

1. Visit 'On-Line Invoicing' section on 'Doing Business with DEC' web page
<http://www.dec.ny.gov/about/61016.html#On-Line>



2. Click on the 'View and Pay your invoice electronically' link. Enter the NY.gov ID and password.



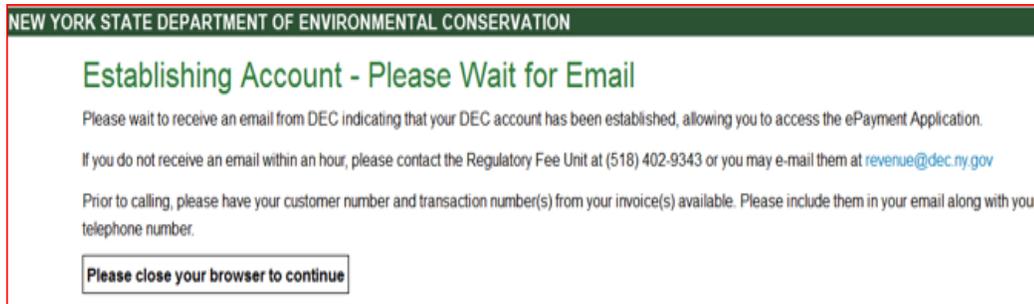
Note: Next steps (3 to 6) are applicable to only those users who have a Personal NY.gov ID and are logging into DEC online payment system for the first time. The system will jump returning users directly to ['View and Pay your invoice electronically: Section C; step2'](#)

3. Click 'Sign In' button. Enter the customer number and invoice number from the recent regulatory fee invoice you have received from DEC.



The screenshot shows a web browser window titled "ATV-Request". The page content includes the following text: "Complete process request. * - indicates required." Below this is a section titled "Form Detail" with the instruction "Input Customer Number and Invoice Number. Press 'Submit' to continue." The form contains two input fields: "Customer Number:" with the value "12248" and "Invoice Number:" with the value "1122334455667". A "Submit" button is located below the fields.

4. Click 'Submit' button. Following message is displayed.

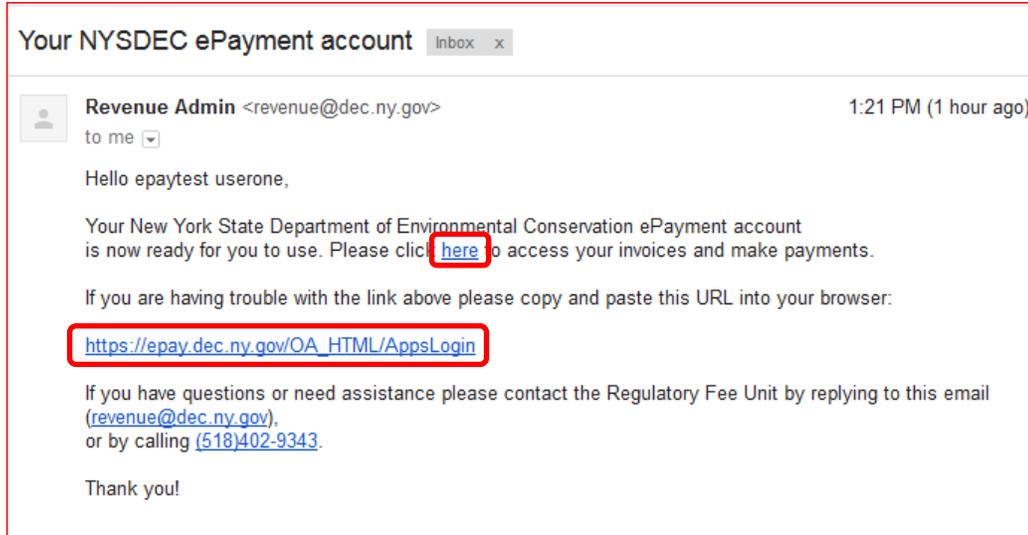


The screenshot shows a message from the New York State Department of Environmental Conservation. The header reads "NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION". The main heading is "Establishing Account - Please Wait for Email". The message text states: "Please wait to receive an email from DEC indicating that your DEC account has been established, allowing you to access the ePayment Application. If you do not receive 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 Prior to calling, please have your customer number and transaction number(s) from your invoice(s) available. Please include them in your email along with your telephone number." At the bottom, there is a button that says "Please close your browser to continue".

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.

C. View and Pay your invoice electronically.

1. Open the email sent by 'Revenue Admin'. It looks like the following.



2. Click on the link provided in the email or copy and paste the given URL in the browser.

If you have access to more than one Account or have multiple fee types, you, will be directed to the Customer Search page.



Note: If you have access to only one account then you will automatically be directed to the 'Account Detail' page, omitting step 2.

- The customer search page shows all the facilities you have access to. You will need to click on the eye glasses to drill down to the invoices for the desired account. With details such as Invoice number, Invoice and due dates, Permit Number, Original Invoice amount and outstanding amounts (if any). The Payment Status will be blank initially. By default, the System shows just the “Open” (unpaid or partially paid) invoices.

Account Details:EPAYMENT TEST CUSTOMER INC:TITLEV_BILL_TO-3553553550:63211

Overdue Invoices: USD 0.00 Total Outstanding Invoices: USD 6,966.45

Search
 Choose a search criteria from the list, then enter a corresponding search value in the available field.
 Status: Transaction Type:
[Show Advanced Search](#)

TIP Selecting Invoice will enable the 'Pay Amount' field for edit. Select Invoices you would like to pay, edit 'Pay Amount' if needed, and then click on 'Pay Selected Invoices' button.
 TIP Payment Status may take up to 48 hours to reflect recent payment activity.

Select	Invoice	Status	Transaction Date	Due Date	Permit Number	Original Amount	Remaining Amount	Pay Amount	Payment Status
<input type="checkbox"/>	1122334455667	Open	21-Nov-2013	21-Dec-2013	3553553550	6,966.45	6,966.45		
Total								0	

Instruction:
 Selecting Invoice will enable the 'Pay Amount' field for edit. Select Invoices you would like to pay, edit 'Pay Amount' if needed, and then click on 'Pay Selected Invoices' button.

TIP Payment Status may take up to 48 hours to reflect recent payment activity.

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- To pay an invoice, check the select checkbox to the left of the invoice. This will enable the Pay Amount field. The Pay Amount field will automatically populated with the outstanding invoice amount. The Pay Amount field is editable.

Account Details:EPAYMENT TEST CUSTOMER INC:TITLEV_BILL_TO-3553553550:63211

Overdue Invoices: USD 0.00 Total Outstanding Invoices: USD 6,966.45

Search
 Choose a search criteria from the list, then enter a corresponding search value in the available field.
 Status: Transaction Type:
[Show Advanced Search](#)

TIP Selecting Invoice will enable the 'Pay Amount' field for edit. Select Invoices you would like to pay, edit 'Pay Amount' if needed, and then click on 'Pay Selected Invoices' button.
 TIP Payment Status may take up to 48 hours to reflect recent payment activity.

Select	Invoice	Status	Transaction Date	Due Date	Permit Number	Original Amount	Remaining Amount	Pay Amount	Payment Status
<input checked="" type="checkbox"/>	1122334455667	Open	21-Nov-2013	21-Dec-2013	3553553550	6,966.45	6,966.45	6,966.45	
Total								6966.45	

Instruction:
 Selecting Invoice will enable the 'Pay Amount' field for edit. Select Invoices you would like to pay, edit 'Pay Amount' if needed, and then click on 'Pay Selected Invoices' button.

TIP Payment Status may take up to 48 hours to reflect recent payment activity.

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Note: To pay amount different than the invoice balance amount update the 'Pay Amount' field accordingly.

- To pay the selected invoice(s), click 'Pay Selected Invoice' button. 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.

Account Details: EPAYMENT TEST CUSTOMER INC: TITLEV_BILL_TO-3553553550:63211

Overdue Invoices: USD 0.00 Total Outstanding Invoices: USD 6,966.45

Payment Confirmation

TIP Payment Status may take up to 48 hours to reflect recent payment activity.

Disclaimer: 

The New York State Department of Environmental Conservation offers electronic payment option whereby customers can pay Title V Regulatory Fees by credit card, debit card and electronic check. This payment option is coordinated through Official Payments.

CONVENIENCE FEES:

- For e-check payments, a convenience fee of \$2.95 will appear as a separate transaction on your bill. The service fee will appear as a charge to 'Official Payments'.
- For credit card payments, a convenience fee of 2.5% will appear as a separate transaction on your bill. The service fee will appear as a charge to 'Official Payments'.
- The convenience fee will be in addition to your regulatory fee payment and will appear as a separate line charge on 'Official Payments' site.

PAYMENT:

Once payment has been successfully completed, a digital receipt is available. An option to print the digital receipt as confirmation of your payment is available. Payment

TIP Do not use your browser's "Back" button. Instead, navigate using the buttons provided.

[Pay Invoices](#) [Back](#)

Invoice	Transaction Date	Due Date	Permit Number	Original Amount	Remaining Amount	Pay Amount
1122334455667	21-Nov-2013	21-Dec-2013	3553553550	6,966.45	6,966.45	6,966.45

TIP Payment Status may take up to 48 hours to reflect recent payment activity. Total Amount: 6,966.45

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- If all the information looks correct, click 'Pay Invoices' button. This will transfer you to the payment page.



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Make A Payment

New York State Department of Environmental Conservation

NYSDEC Program Fee

Select a Payment Option, then click "Continue" to proceed with the payment process.

- Your convenience fee will be calculated and presented on the next page, if applicable.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

*Payment Amount \$ 6,966 .45

Payment Options:

- Debit Card 
- Debit Card 
- E-Check 
- Credit Card   

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- Choose your payment option and click 'Continue' button. The Payment Preview page shows the payment amount and fees applied along with terms and conditions.

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Make A Payment



New York State Department of Environmental Conservation

NYSDEC Program Fee

This payment service is offered by Official Payments Corporation as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Back" button to change any of the information fields. Click "Decline" button to return to the beginning of the payment process.

- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payment Type:	NYSDEC Program Fee
Payment Amount:	\$6,966.45
Transaction Fee:	\$2.95
Total Payment:	\$6,969.40

Official Payments Terms and Conditions:

INFORMATION THROUGH OFFICIAL PAYMENTS CORPORATION, YOU AGREE TO THESE TERMS AS WELL AS ANY OTHER DOCUMENTS INCORPORATED BY REFERENCE.

By clicking "Accept" you will be providing your electronic signature that will affirm: (1) you understand and intend that this agreement and its terms and conditions are a legally binding agreement and the equivalent of a signed, written contract, (2) you will use all OPC Services, and our Web sites in a manner consistent with applicable laws and regulations and in accordance with the terms and conditions of this agreement and any other applicable rules, guidelines

 [Printer Friendly](#)

Back 
Decline 
Accept 

This page supports 128-bit SSL encryption as verified by DigiCert.
 For customer service, please call toll-free 1-800-487-4567. Representatives are available Monday - Friday, 7:00am - 7:00pm CT.

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 Official Payments Corporation is a licensed money transmitter in 44 states, the District of Columbia, and Puerto Rico. Official Payments is not required to be licensed as a money transmitter in Indiana, Massachusetts, Montana, New Mexico, South Carolina or Wisconsin.

- Click 'Accept' button to continue with the payment or select the 'Decline' button to cancel the transaction or the 'Back' button to make modifications. Upon selecting the 'Accept' button, enter the requested information.



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Make A Payment



New York State Department of Environmental Conservation
NYSDEC Program Fee

To continue this payment, please fill out the form below.

- Note that the [*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information
(Information for the person making the payment.)

*Country:

*First Name:

Middle Name:

*Last Name:

Suffix (Jr., Sr., etc.):

*Street Address:

Town/City:

*State:

*Zip Code:

(Use this field for APO, FPO, AA, AE or AP codes.)

*Daytime Phone: () -

*E-mail Address:

(Required for an e-mail confirmation and online verification.)

*Re-enter E-mail Address:

Check Information
(May differ from the person owing the tax, bill or fee.)

*Account Type:

Complete the check below by entering the Routing Number and Account Number exactly as they appear on your check

Pay to the order of

Six thousand nine hundred sixty six dollars and forty five cents

*Enter your 9 digit routing number:

*Enter your account number:

345

Routing Number between these symbols

⌚ 2 3 4 5 6 7 8 9 ⌚

Account Number before this symbol

⌚ 2 3 4 5 6 7 8 9 0 ⌚

Do not include your check number. It may be located in other position.

Payment Information

Payment Type:	NYSDEC Program Fee
Payment Amount:	\$6,966.45
Transaction Fee:	\$2.95
Total Payment:	\$6,969.40

9. Please confirm all the information, entered on the previous page, is correct and acceptable. If satisfied, click ‘Continue’ button, else click ‘Edit’ button to update the information.



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Make A Payment



New York State Department of Environmental Conservation

NYSDEC Program Fee

Please carefully check the information you have provided below and click "Submit" to authorize payment of the "Total Payment" amount displayed.

- Click the "Edit" button to correct any of the information displayed.
- To preserve confidentiality, only partial bank account information is displayed.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

First Name:	DEC
Middle Name:	
Last Name:	Revenue
Suffix:	
Street Address:	123 Main Road
Town/City:	Albany
State:	NY
Zip Code:	12345
Country:	United States
Daytime Phone Number:	(123) 456 - 7890
E-mail Address:	decepaytest@gmail.com

Check Information

Account Type: Personal Checking Account

Pay to the order of	New York State Department of Environmental Conservation - NYSDEC Program Fee	\$6,966.45
Six thousand nine hundred sixty six dollars and forty five cents		
 010101012	 5645765674	

Payment Information

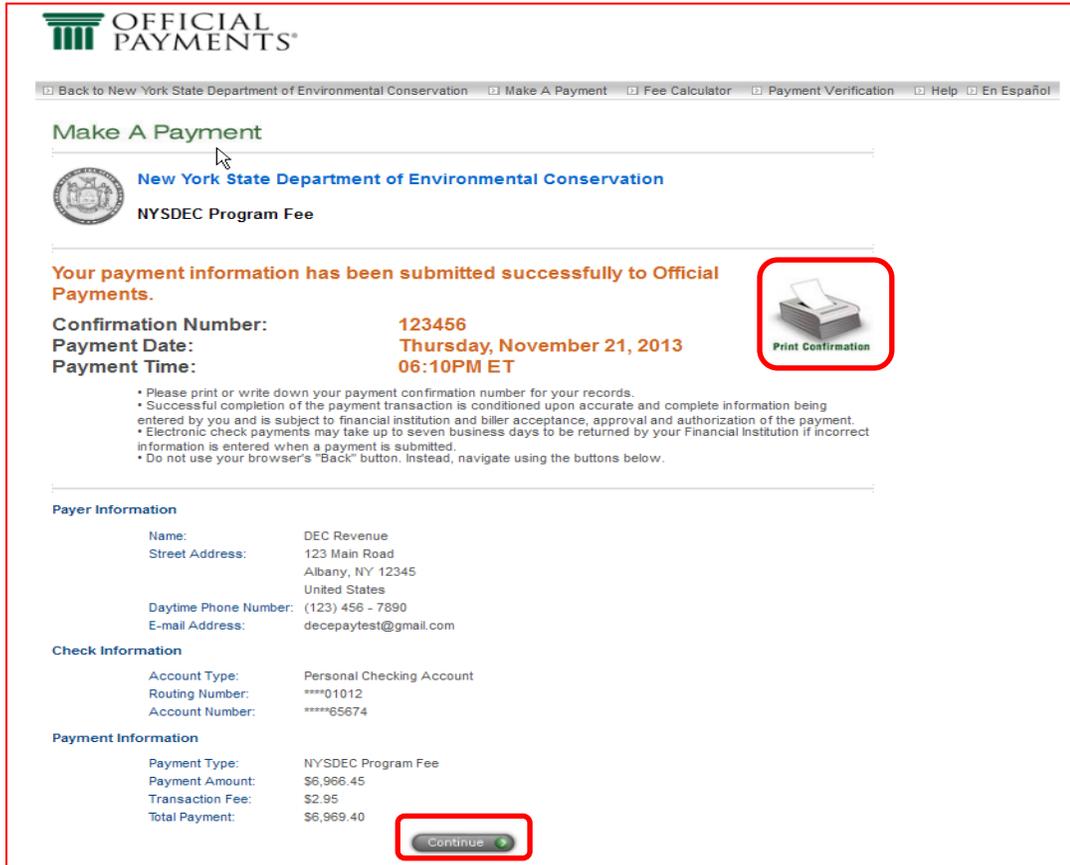
Payment Type:	NYSDEC Program Fee
Payment Amount:	\$6,966.45
Transaction Fee:	\$2.95 <small>Note: A second, non-refundable debit for the transaction fee will be payable to Official Payments Corporation and appear as a separate transaction on your bank statement.</small>
Total Payment:	\$6,969.40

By clicking submit, you authorize us to initiate an automated clearing house (ACH) one-time debit in your name to your bank account. The amount of this transaction as noted above will be presented to your bank on or after today for immediate payment.

Edit 
Cancel 
Submit 

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

- Click 'Submit' button to process the payment. You will receive a confirmation page and email upon the successfully completing the transaction.



OFFICIAL PAYMENTS

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Make A Payment

New York State Department of Environmental Conservation
NYSDEC Program Fee

Your payment information has been submitted successfully to Official Payments.

Confirmation Number: 123456
Payment Date: Thursday, November 21, 2013
Payment Time: 06:10PM ET

 Print Confirmation

- Please print or write down your payment confirmation number for your records.
- Successful completion of the payment transaction is conditioned upon accurate and complete information being entered by you and is subject to financial institution and biller acceptance, approval and authorization of the payment.
- Electronic check payments may take up to seven business days to be returned by your Financial Institution if incorrect information is entered when a payment is submitted.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payer Information

Name: DEC Revenue
Street Address: 123 Main Road
Albany, NY 12345
United States
Daytime Phone Number: (123) 456 - 7890
E-mail Address: decepaytest@gmail.com

Check Information

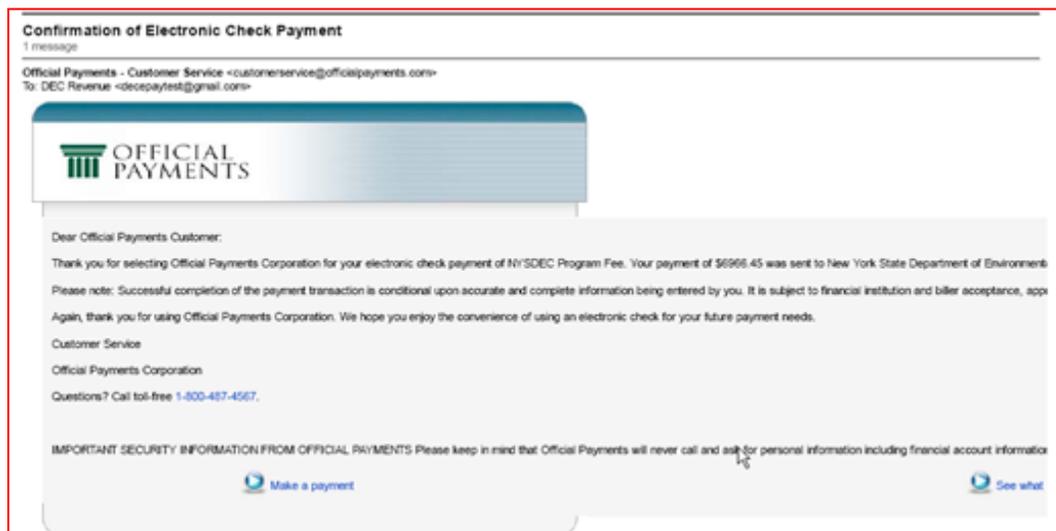
Account Type: Personal Checking Account
Routing Number: ****01012
Account Number: *****65674

Payment Information

Payment Type: NYSDEC Program Fee
Payment Amount: \$6,966.45
Transaction Fee: \$2.95
Total Payment: \$6,969.40

[Continue](#)

- You may want to print the receipt by clicking on the printer icon. You will also receive an email confirmation as depicted below.



Confirmation of Electronic Check Payment
1 message

Official Payments - Customer Service <customerservice@officialpayments.com>
To: DEC Revenue <decepaytest@gmail.com>

OFFICIAL PAYMENTS

Dear Official Payments Customer:

Thank you for selecting Official Payments Corporation for your electronic check payment of NYSDEC Program Fee. Your payment of \$6966.45 was sent to New York State Department of Environment

Please note: Successful completion of the payment transaction is conditional upon accurate and complete information being entered by you. It is subject to financial institution and biller acceptance, app

Again, thank you for using Official Payments Corporation. We hope you enjoy the convenience of using an electronic check for your future payment needs.

Customer Service
Official Payments Corporation
Questions? Call toll-free 1-800-487-4567.

IMPORTANT SECURITY INFORMATION FROM OFFICIAL PAYMENTS Please keep in mind that Official Payments will never call and ask for personal information including financial account information

[Make a payment](#) [See what](#)

12. You may terminate the process at this point or the ‘Continue’ button (Refer Step 11 screen shot) will return you to the customer search page (as shown in step 2 or 3 based on the access level).

TIP To access account information, click on the Account Details icon.

Customers

Search

Search By

Customer Name	Customer Number	Address	Contact Name	Account Details
EPAYMENT TEST CUSTOMER INC	63211	TESTCUST OD N AMERICA INC, 350 MAINROAD, ALBANY, NY, 12345, United States	DEC REVENUE	
EPAYMENT TEST CUSTOMER INC	63211	TITLE V OF NORTH AMERICA INC, PO BOX 3, ALBANY, NY, 12345-0003, United States	DEC REVENUE	

TIP To access account information, click on the Account Details icon.

[Privacy Policy](#) | [Website Accessibility](#) | [DEC Contact Details](#)
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13. Note: To pay another invoice start at step 4

Access to Additional Customers/Sites

At the beginning of your online account an access to only **one** account is given. If you need access to multiple accounts / sites, please contact the DEC Regulatory Fee Unit at (518) 402-9343 or e-mail them at revenue@dec.ny.gov, giving full details of your requirements.