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Important Notes

1. To create an account, a valid combination of an Account (Customer) Number and Invoice Number is necessary, and your invoice must have been issued within the last two years.
2. The invoice can be of any status (open, partially paid, fully paid).
3. The customer account access is allocated for the license number used in the vetted invoice.
   - If access for additional license number(s) or non-MOSF customer account(s) need to be added to an existing account, contact Revenue Accounting at revenue@dec.ny.gov.

Login Page

Note: Enter the URL https://epayfmis.dec.ny.gov in your browser to launch the application login page. If you already have your credentials and are ready to log in, please enter your username and password and click the “Login” button. For further instructions, jump to the ‘Online Payment Application’ section.

If you are a new user, please click “Register Here”.
New User Registration:
After clicking “Register here,” the registration form will be displayed. Enter the account (customer) and invoice number from your recent invoice (issued within the last two years). Enter and re-enter your email address.

Click “Next”. A Verification Code field and Information message will appear.
An email containing your Verification Code will be sent to the email address you previously provided. The email will be titled “NYSDEC ePayment Account Verification Code.” A sample email is shown below:

```
Revenue Admin <revenue@dec.ny.gov>
to me  

Hello,

Your NYSDEC ePayment Account Verification Code is Y703EG73

Thank you!
```

Please open the email, copy the verification code, and paste (or enter) it into the verification code field on the registration form. Click “Next”.
The User Information page opens. Fill in your personal information at the bare minimum in the mandatory fields - First Name, Last Name, Password, and re-enter password. Click “Next”.

Your previously entered information will be displayed. If any changes need to be made, click “Back” (do not use your browser’s back button). If the information is correct, check the Confirmation check box and click “Submit” to continue.
The user creation confirmation message will appear. Click “OK” to return the login page.

Close your browser to proceed. Please wait until you receive a confirmation email from Revenue Admin before accessing your account. A sample email is shown below:

```
From: Revenue Admin <revenue@dec.ny.gov>
Date: Mon, Jun 27, 2022 at 2:07 PM
Subject: Your NYSDEC ePayment account has been created successfully
To: <JOES55135@gmail.com>

Hello Joe Smith

Your New York State Department of Environmental Conservation ePayment account is now ready for you to use. Please click https://epaymis.dec.ny.gov to access your invoices and make payments.

If you are having trouble with the link above please copy and paste this URL into your browser

https://epaymis.dec.ny.gov

If you have questions or need assistance please contact the Regulatory Fee Unit by replying to this email (revenue@dec.ny.gov), or by calling (518)402-9343

Thank you!
```
Online Payment Application
Launch the application login page using the URL provided by DEC.

If you are an existing but first-time user of the new payment system:
You should have received an email from DEC containing your User ID (email) and a temporary password. Enter these credentials and click “Login”.

If you are a newly registered user:
On the Login page, enter your recently created username and password and click “Login”.
The home page shows the customer details like name, number, license number and facility address. It also displays two tabs, one each for Reports and Invoices. By default, the Reports tab details are displayed.

**Note:** Only 15 records are displayed at a time. To see the further results, click “Next 15” on the right top or bottom corner of the table.

Each record represents a report and shows the details such as Report Period, Report Type, Invoice number, Invoice Due Date, Status and Action.

The reports with actions as “View” can only be viewed and cannot be altered, while the reports with “Update” action code can be updated.
Filing Report
Click “Update” and a report page will open. Initially all the figures are set to zero (0).
Fill out the applicable fields:

- **Item 1**: Total Quantity Received During the Month
- **Item 2**: Barrels Received Not Subject to License Fee and Surcharge. This is applicable for Vessels Only.
- **Item 3**: Barrels Received On Which License Fee and Surcharge was Previously Paid; **Schedule of Deliveries must be submitted to be considered filed (see instructions)**
- **Item 4**: Barrels Received and Used By Facility **Do not include any amounts reported in column 3A**
- **Item 6**: Less: Barrels Transshipped to a Land Based Facility but thereafter Exported from this State for Use Outside the State and Shipped To Facilities Outside the State’ (row 6)
- **Item 15**: Set the field to ‘Yes’ and fill out the details in the field provided if there is a substantial change to the circumstances under which the License for the facility was issued or renewed.
- **Item 16**: Set the field to ‘Yes’ and fill out the details in the field provided if an ownership is changed during the reporting period.
- Enter First and Last name of the preparer, its title, contact email address and phone number.
- Check the checkbox to certify the entry.
A sample filled report would look like as follows:

![Sample Report]

**Buttons provided on the page:**

**Back:** If you want to go back to previous page without submitting.

**Save:** Saves the work. Auto calculates the final charges and populates fields.

**Submit:** Submit the report to the system.

**Print:** Print the report. Save the data before printing.
Once Saved, the report will look like this:
The Print functionality produces the prints the report in PDF format.
Click “Submit”. A Report Submission Confirmation message will appear.

Click “I Accept” to fully submit the report. A confirmation message will appear and redirects the user to invoice tab.

**Note:** You can go back to the reports page to process any other pending reports by clicking on the **Reports** tab.
Pay Your Invoice(s)
Select an invoice(s) to pay by clicking the check box next to the invoice number. The Pay Amount column for the invoice is auto populated with the invoice’s remaining balance (Amount Remaining).
Click the “Pay Invoices” button. The Account Details payment confirmation page displays the selected invoice(s) with their payment amount(s), as well as a disclaimer from the third-party payment processor (you can download the disclaimer by clicking the Adobe logo).

Read the disclaimer and verify the invoice information. If any changes are needed, click the “Back” button to return to the previous page (do not use your browser’s back button). Note the total amount at the bottom right corner of the page.

Verify the information is correct, then click the “Pay Invoices” button.

You will be redirected to the third-party payment processor’s website.
First, verify the Total Amount from the previous page is displayed as the Payment Amount on this page. Then, select your Payment Option: Visa Debit Card, Master Card Debit Card, E-Check, and Credit Card (Visa, American Express, Discover, and Master Card).

Click “Continue”.
You will see your Payment Amount, Service Fee (based on the selected payment option), and Total Payment. You will also see ACI Payments’ Terms and Conditions, which can be printed using the “Printer Friendly” button at the bottom left corner.

Use the “Back” button to return to the previous page and “Decline” to decline the transaction. Click “Accept” to proceed to the next page.
When the next page appears, fill in the requested information.

**Under “Payer Information,”** Country (defaulted to USA), First Name, Last Name, Street Address, Town/City, State, Zip Code, Daytime Phone, and E-mail Address are **mandatory** fields.

**Under “Payment Option,”** Card Type, Card Number, and Expiration Date are **mandatory** fields.

Check the “I am not a robot” validation check box. Click “Continue” to proceed.
The next page displays the previously entered information. Please verify the information is correct. If any changes need to be made, click the “Edit” button to return to the previous page. Otherwise, click “Submit” to complete the payment process.
Password Reset
Visit the Login page and select the “Login Assistance” link.

Enter your username (email) in the “Forgot Password” section as shown below. Click the “Forgot Password” button.
The confirmation message will appear, and an email will be sent to the email address you provided.

Click “OK” and close your browser.

When you receive the email, click on the “Reset your password” link to access the password reset page. A sample email is shown below:

```plaintext
From: FMIS Test Workflow Mailer <dec.sm.wfmailer@dec.ny.gov>
Sent: Monday, June 6, 2022 1:30 PM
To: JOE SMITH <joes55135@gmail.com>
Subject: For Your Information: Password Reset

To: JOE SMITH
Sent: 06-JUN-2022 13:28:30
ID: 5542304

Reset your password and follow the on-screen instructions. This email can be ignored in case you didn’t request a password reset, the link is only available for a short time.
```
Enter your username (email). Enter and confirm your new password. Click “Confirm Password” to proceed.

The password change confirmation message will appear.

Click “OK” to return to the Login page. You can now log in using your username and new password.
Links
There are a variety of links provided for the convenience of the user.