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. You can submit payment for an amount equal to or less than the remaining invoice balance, only.
4. The “Add Customer Access” functionality will not allow the adding of MOSF customer accounts.
   • If MOSF customer accounts 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](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”.

![Login Page Image]
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.
DEC ONLINE PAYMENT SYSTEM

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> 1:36 PM (0 minutes ago)🌟

Hello,

Your NYSDEC ePayment Account Verification Code is **P95NL76S**

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**.
Fill in the requested information. 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.
DEC ONLINE PAYMENT SYSTEM

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: Thu, Jun 16, 2022 at 1:57 PM
Subject: Your NYSDEC ePayment account has been created successfully
To: <JOE2022ADAMS@gmail.com>

Hello Joe Adams

Your New York State Department of Environmental Conservation ePayment account is now ready for you to use. Please click https://epayfmis.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://epayfmis.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

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”.

![Login page screenshot](image-url)
The home page shows the account information for the customer number you entered when registering your account. You will also see the permit numbers and addresses for each of your permits (sites).

**Note:** Billing Addresses with the Asterisk symbol (***), means the billing site has an outstanding invoice(s).

Use the eyeglass icon under the Account Details column to open the invoice(s) for a specific permit number (site).
Clicking the eyeglass icon next to the “All Locations” link will display all open invoice(s) for all permits (sites).
**Pay Your Invoice(s)**

On the Account Details search page, all unpaid invoices are displayed in a tabular form. You will see the invoice number, the original invoice amount, and the remaining amount. You can export the results into Excel by clicking the “Export Results” button. To pay the invoice(s) follow the steps below:

1. Select an invoice 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 (Remaining Amount).
2. You can change the amount if needed, but it must be equal to or less than the remaining amount.
3. The Total in the far-right column of the table is automatically updated.
Click the “Pay Selected 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.
Print Your Invoice
Go to the Account Details search page. Click on the invoice number link of the invoice you wish to view and print.
The invoice details will be displayed. Select “Print Preview” in the top right corner to view and print your invoice.

To return to the Account Details search page, select “Return to Account Details” in the bottom left corner.
DEC ONLINE PAYMENT SYSTEM

Clicking “Print Preview” will open the invoice as a PDF in a new browser page (as shown below, using Microsoft Edge). Use the options displayed in the toolbar to download the invoice as a PDF or print a hard copy.
Add Another Customer Account

You can add access to another customer account from the home page by clicking “Add Customer Access”.

A new browser tab will open. Enter the account (customer) number and invoice number from a recent invoice (issued within the last two years).

Click “Submit”.
If the account information is accurate, a confirmation message will appear. As the message indicates, please close the tab to proceed.

Once you return to the home page, click the “Go” button. The page will refresh and display each customer record, including the newly added customer. **Note:** You will need to select “Go” each time you log in to view multiple customer records.
Once you have access to more than one customer account, only the “All Locations” link will be displayed.

Clicking the “All Locations” links will display all active permits (sites) for that specific customer number. You can then use the eyeglasses symbol to view open invoices for each specific permit (site).

Clicking the eyeglasses symbol next to the “All Locations” link will display all open invoices for all billing locations for that specific customer number.

**Note:** Billing Addresses with the Asterisk symbol (***)) means the billing site has an outstanding invoice(s).
Adding MOSF Customer Access to User Account

If you currently have non-MOSF customer access and you need to add access to an MOSF customer account, the “Add Customer Access” functionality will not work. Instead, you must submit your request to the Revenue Accounting Unit via email at: revenue@dec.ny.gov. Please provide your current customer number as well as your MOSF Customer Number(s) and License Number(s).

Once MOSF account access is granted, your home page will show a Main Menu with separate roles.

To access your MOSF account(s), click the “NYSFMS MOSF Application” menu item. The license number(s) you have access to will be displayed.

Please refer to the MOSF On-line Payment Instructions for processing MOSF reports and invoices.
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.
DEC ONLINE PAYMENT SYSTEM

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:

From: FMIS Workflow Mailer <dec.sm.wfmailer@dec.ny.gov>
Sent: Monday, June 6, 2022 1:30 PM
To: JOE ADAMS <joe2022adams@gmail.com>
Subject: For Your Information: Password Reset

To JOE ADAMS
ID 5542304

[Link to Reset 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.