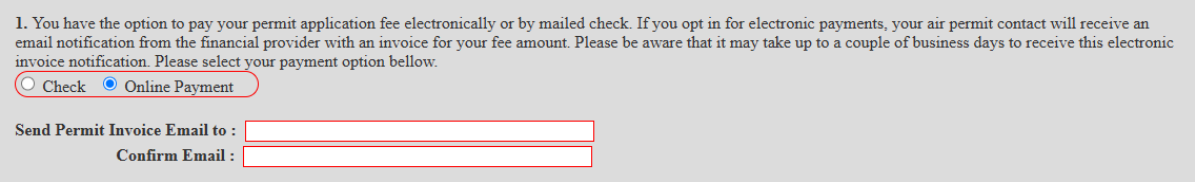
AQB ePermitting Portal Online Payments Guidance

1. Initiating Online Payments

Online payments must be initiated within the ***initial acknowledgements*** of the application in the ePermitting Portal.



The portal will prompt you for an email and will automatically pull the **Air Permit Contact's** zip code for Wells Fargo (Recipient Verification). This information is entered in **Section 1-A, line 7** of the application.

The application must be **completed and certified** in order to receive the invoice email.

If you would like to switch your payment option, or you have not received invoice for payment within two business days, please send an email to: nmenv-aqbaqpa@state.nm.us Make sure to include details including but not limited to AI #,Confirmation #, and Check #

2. Zip Code and Email

The **Login** option introduces complexity if the person paying is not the **Air Permit Contact.** If you are not the Air Permit Contact, but you entered your email in the acknowledgments section (pictured above), remember to use the their listed Zip code. See IT instructions for a comprehensive walk through of the Wells Fargo Online Payment portal.



3. Zip Error or No Zip for Air Permit contact.

If the air permit contact does not have a mailing address established in our database, the zip code will default to 99999.

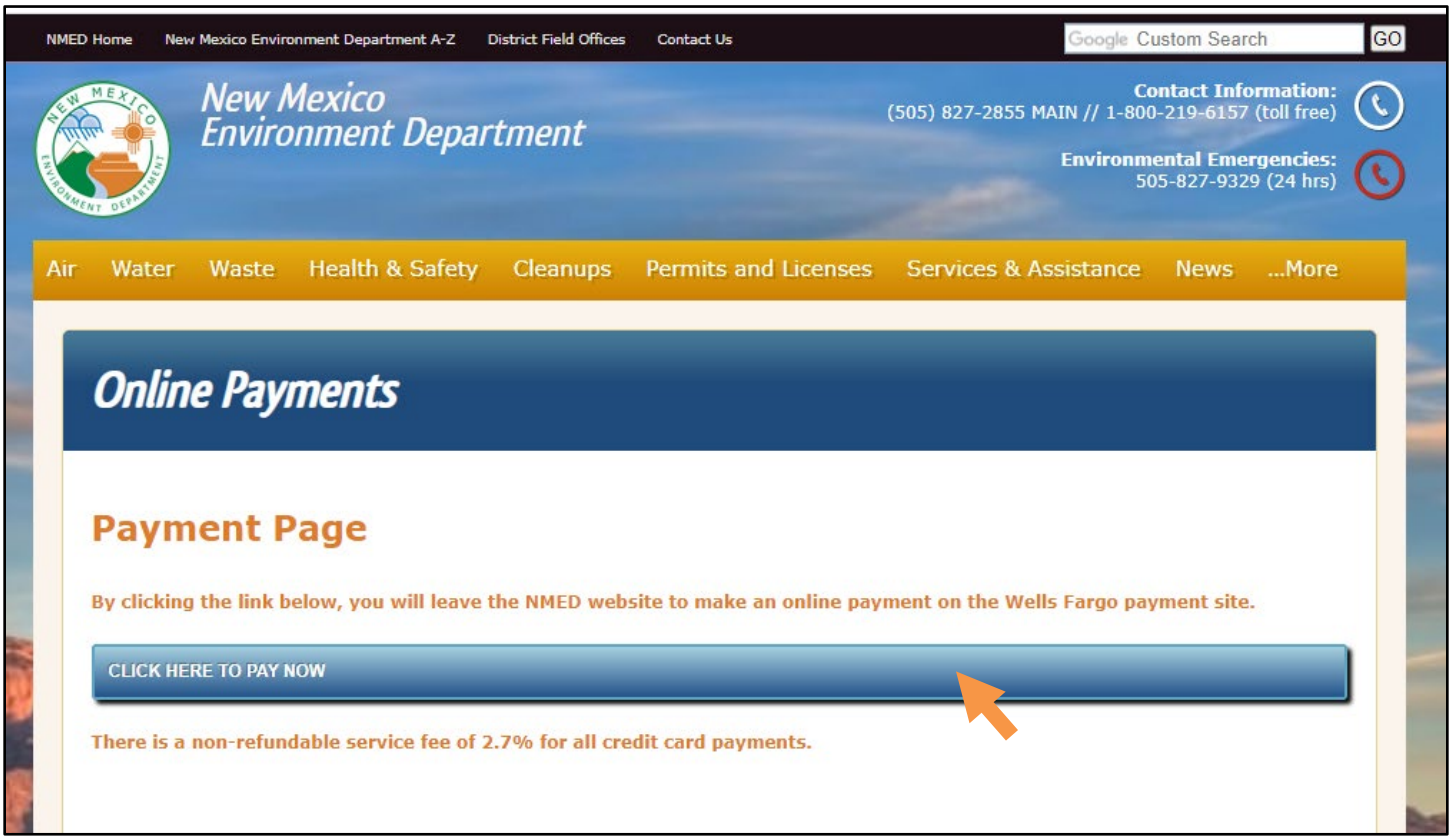
Reminders

- If you have not received invoice for payment within two business days, please send an email to: nmenv-aqbaqpa@state.nm.us (Include Facility AI#)
- There is a non-refundable service fee of 2.7% for all credit card payments.
- There is no service fee for other forms of electronic payments.

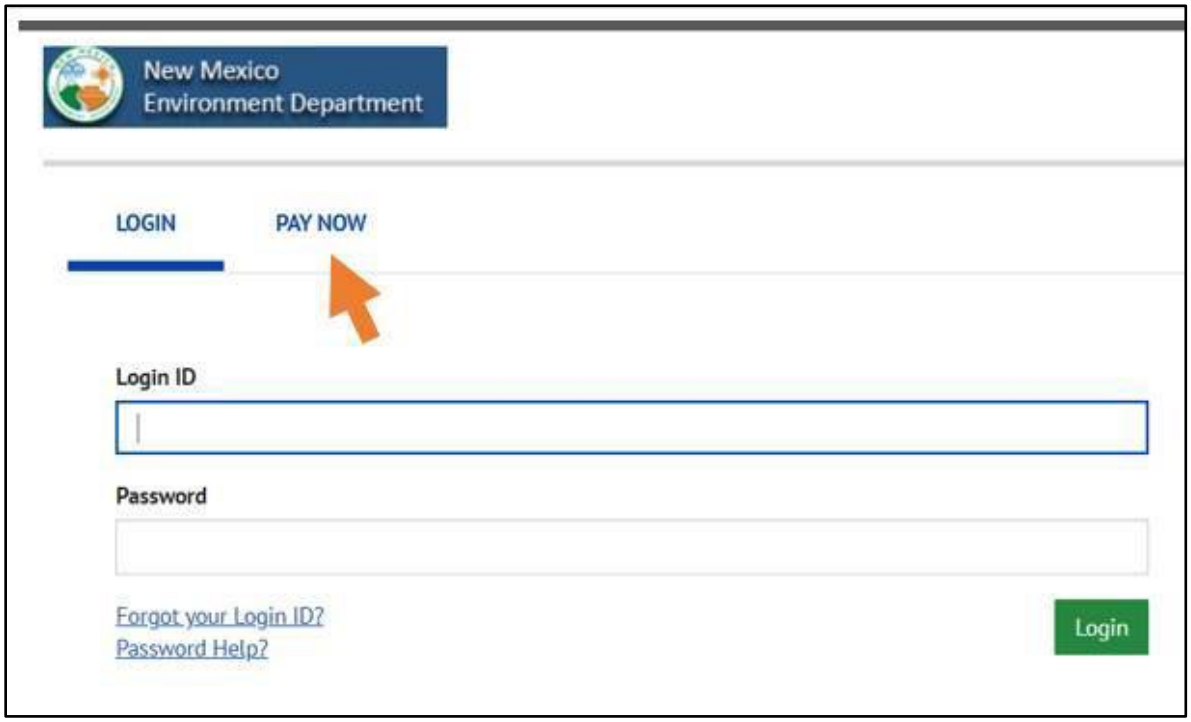
Using the Wells Fargo Payment Site

Log into Wells Fargo Payment Site

1. You will receive an email from NMED with a link or you can click here: https://www.env.nm.gov/online-payments/payment-page/ Click on "Click Here to Pay Now" to go to the payment portal.

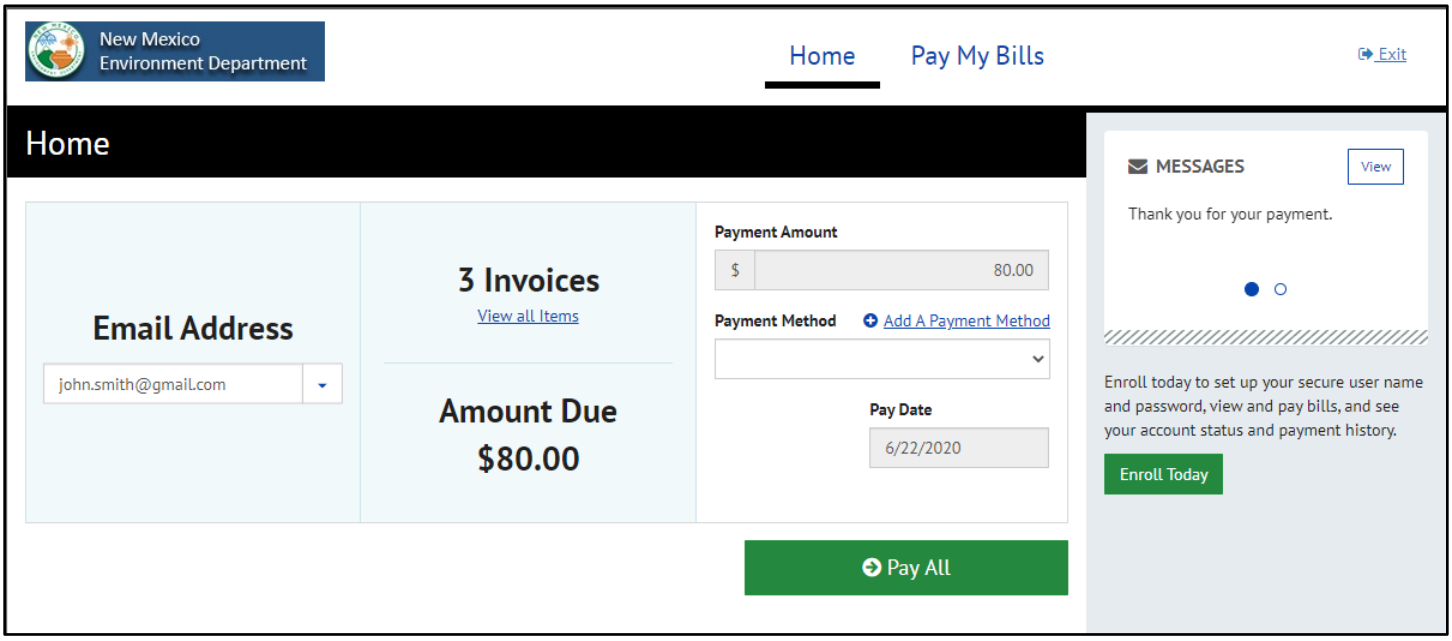


2. The page opens in the "Login" tab, so if you haven't enrolled in the payment portal, you need to click on the "Pay Now" tab. It will go from asking for Login ID and Password to asking for Email and Zipcode.





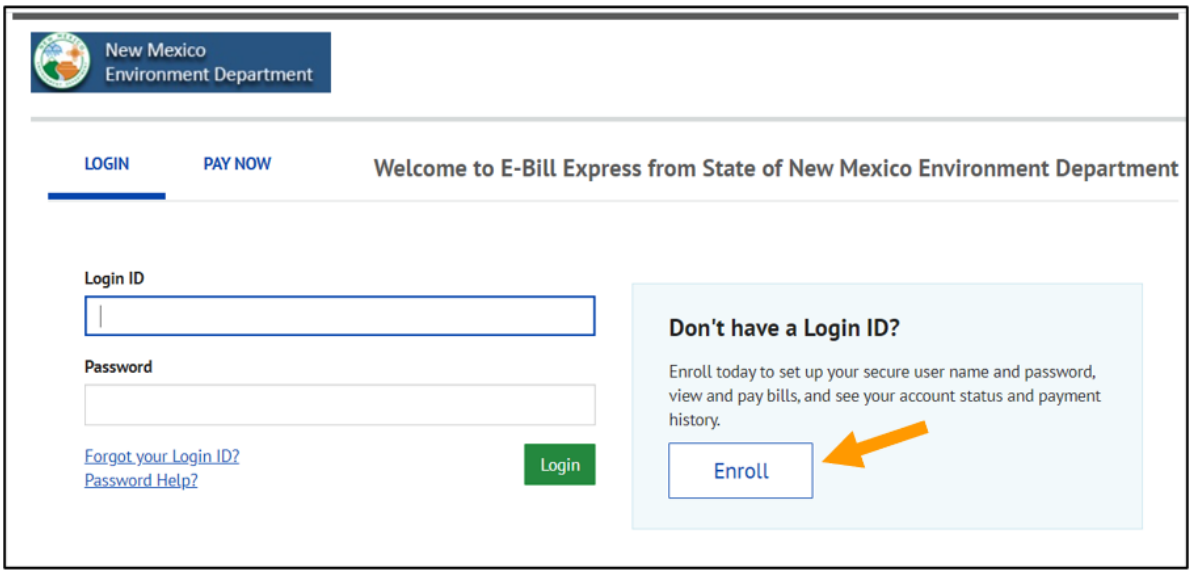
3. Enter your email and zipcode, click the green “Pay Now” button, and you are logged into your account.



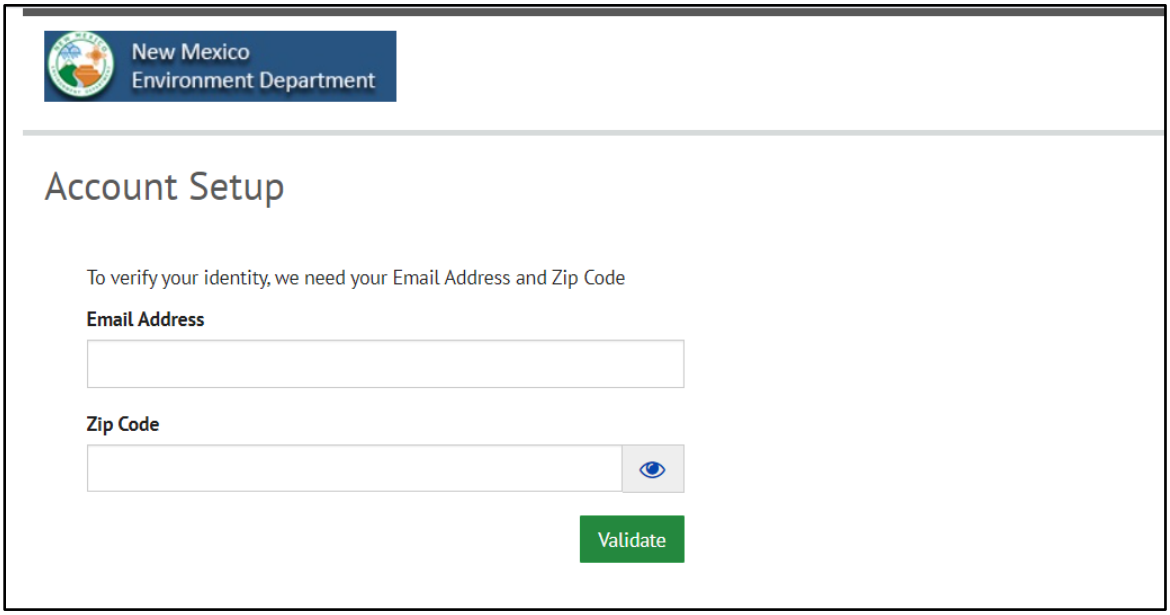
Enrolling in the Payment Portal

- Enrolling lets you create your own login ID and password, and save payment methods for future use.
- You do not have to enroll to make a payment, but it helps if you manage multiple locations associated with different zipcodes.
- If you just want to make a payment, skip to the next section “Review your Invoice.”

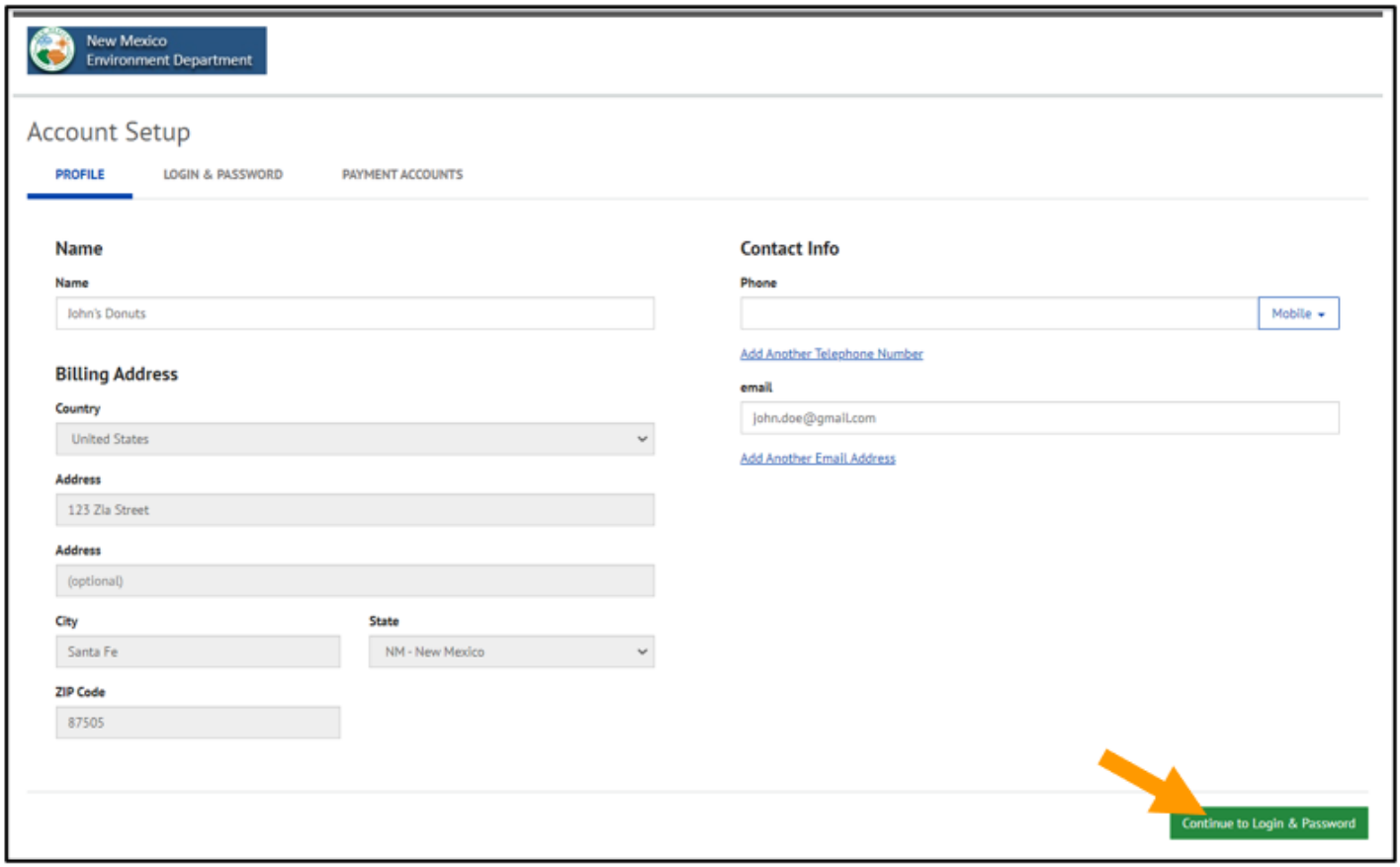
1. On the login page, click on “Enroll”.



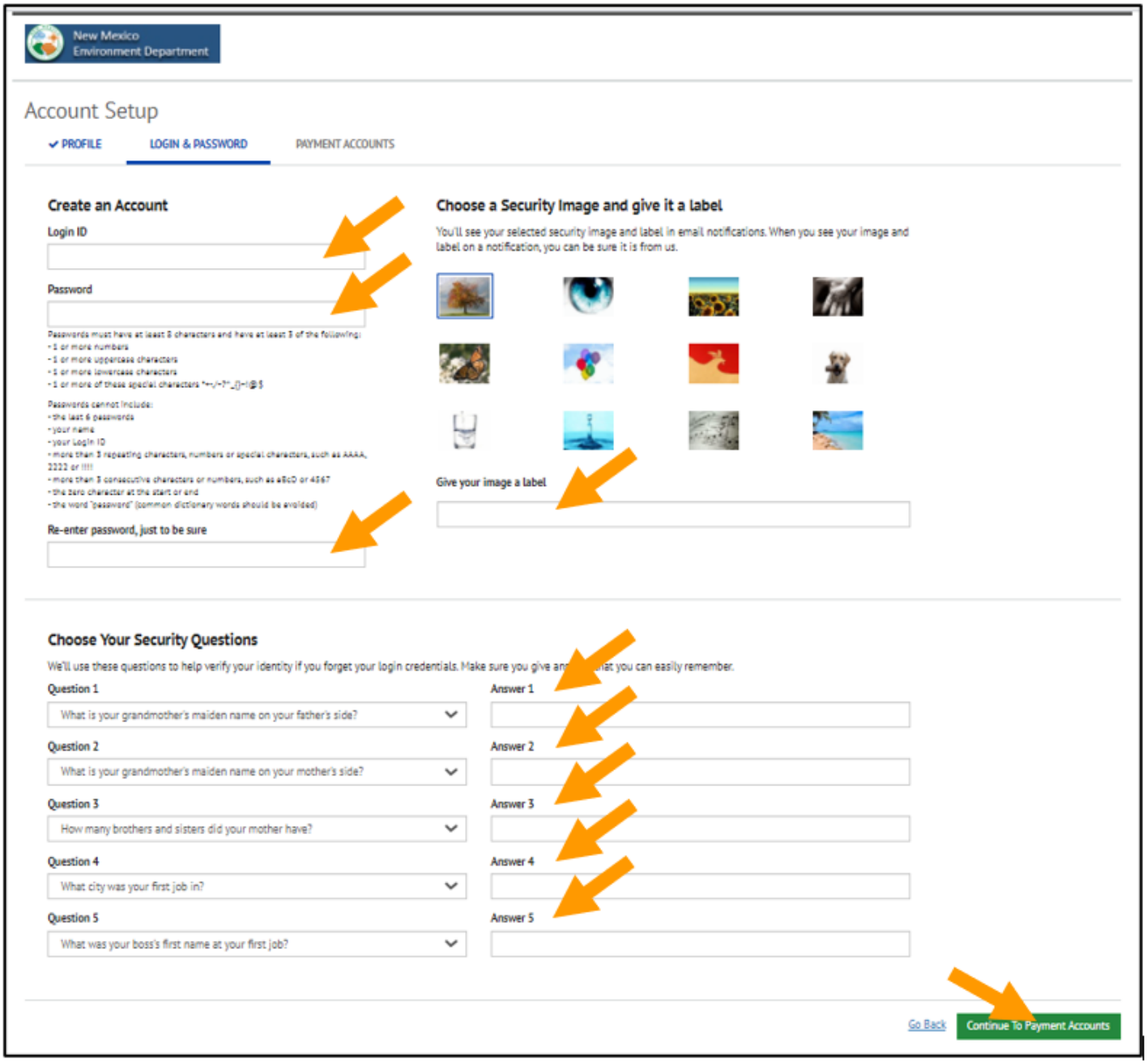
2. Its going to ask you for your email and zipcode. **These need to be the ones that NMED associates with your account.** If you’re not sure, or you get an error message, please contact us.



3. It will let you review and change some parts of your profile. **You cannot change the greyed portions of your contact info.** Click to Continue to Login & Password.



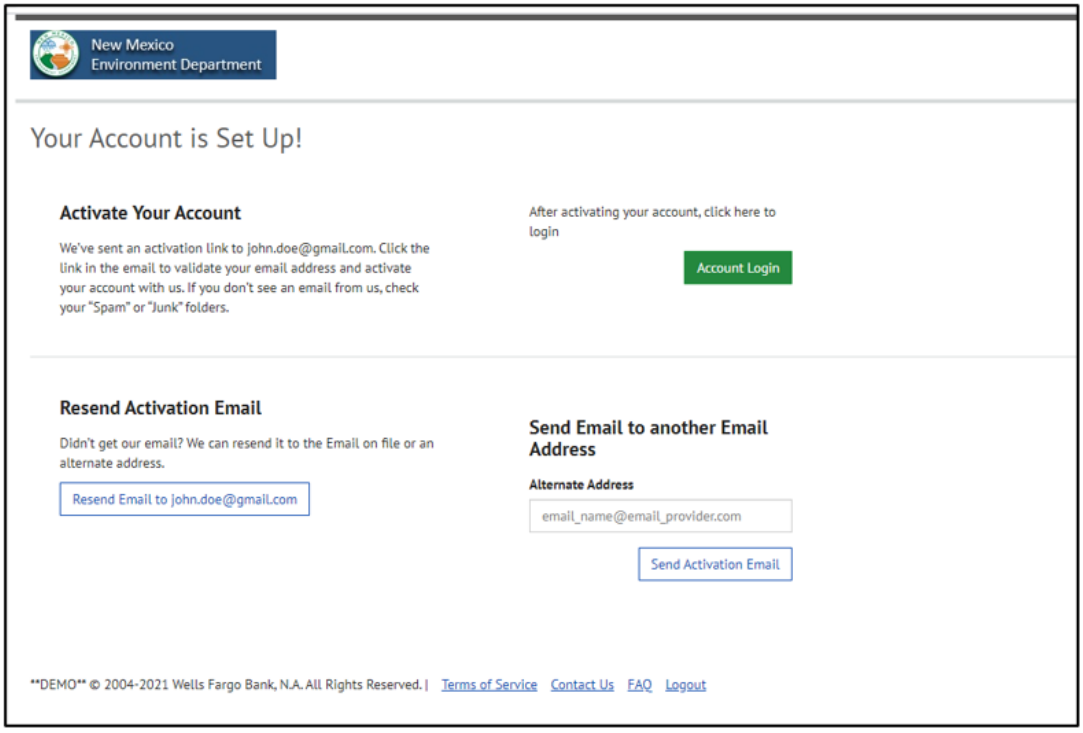
4. Then it will ask you to create a Login ID and Password and select an Image and provide a Label (this can be anything you want) and answer 5 security questions. Then click Continue to Payment Accounts.



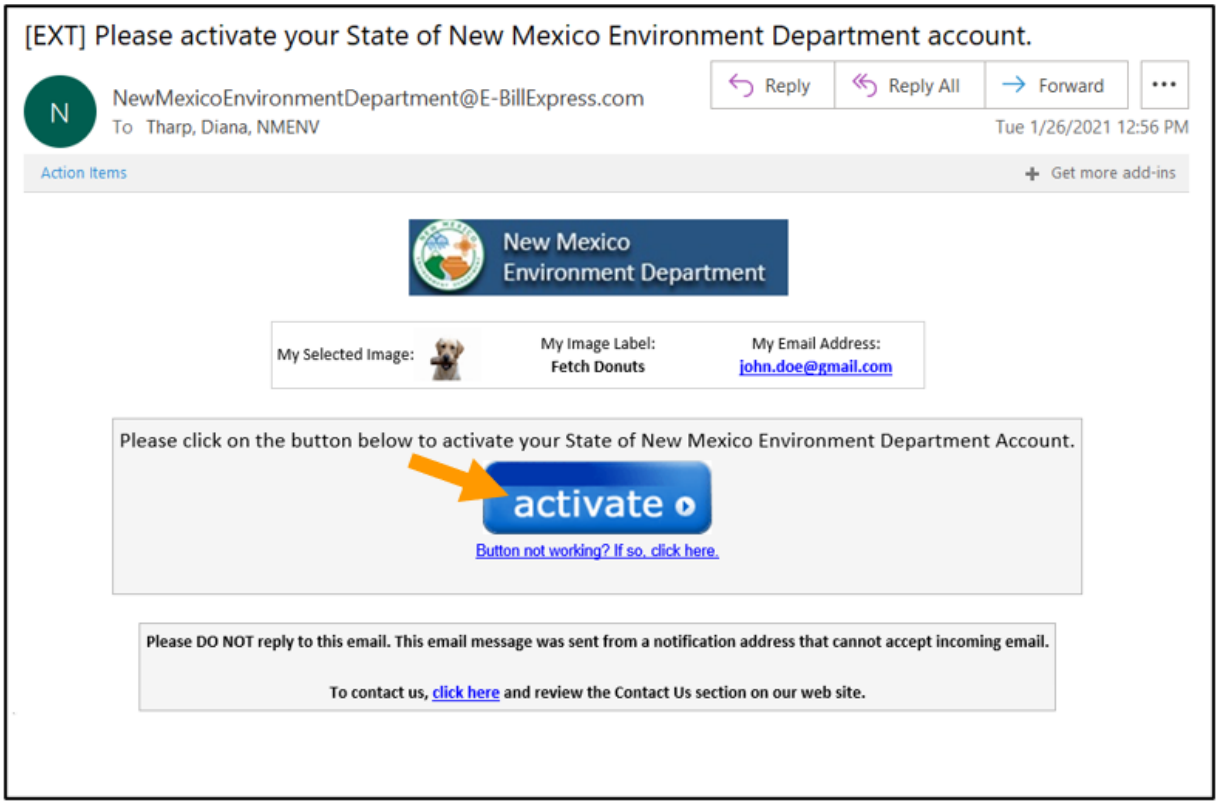
5. You can enter payment information if you want to be able to save it to use later. Or choose Add Later and click Finish Enrollment.



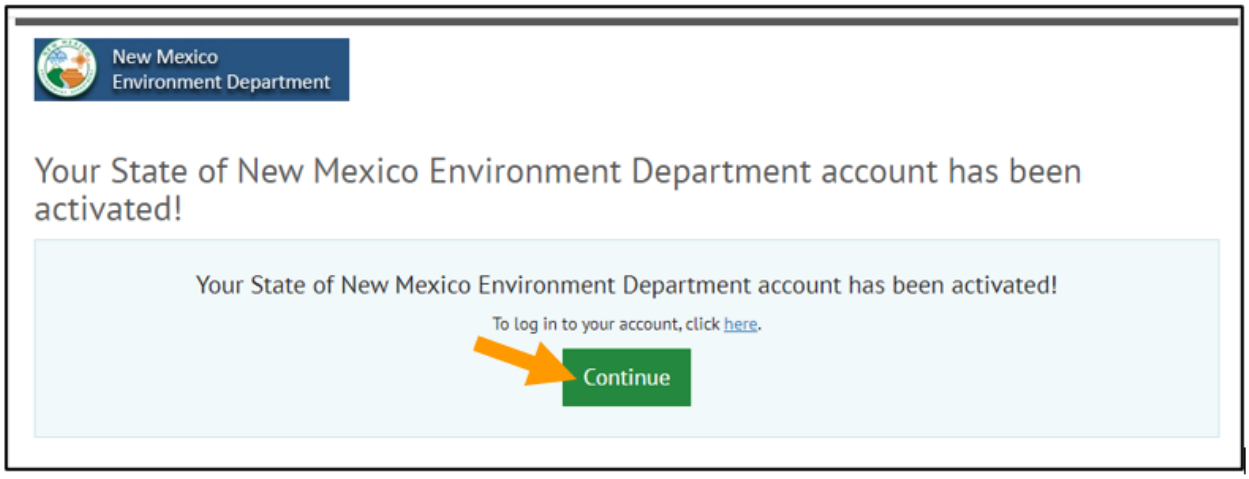
6. You will see this screen, and that means it sent an activation email to your email account.



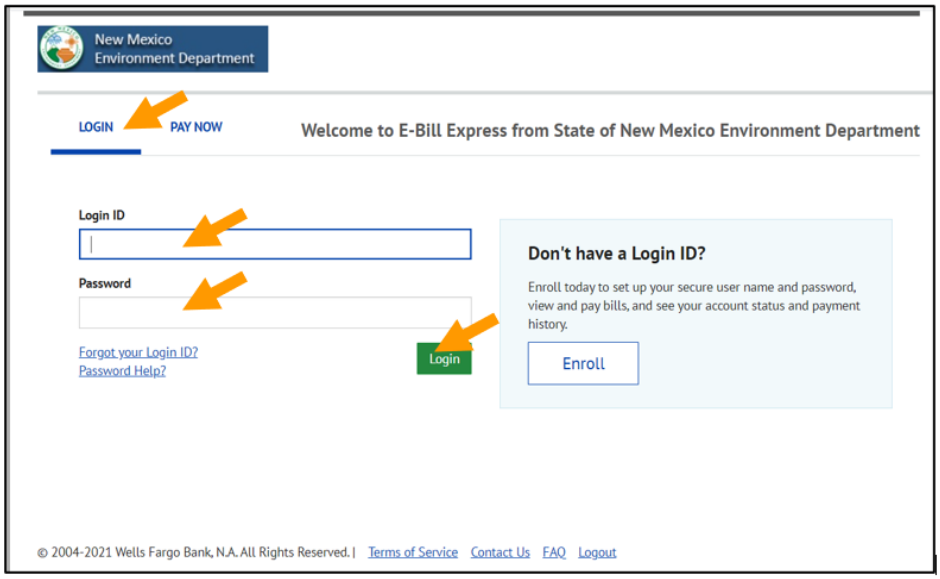
7. Check your email for a message that looks like this. Click on the Activate button in the email.



8. A window will open up that looks like this. Click Continue.



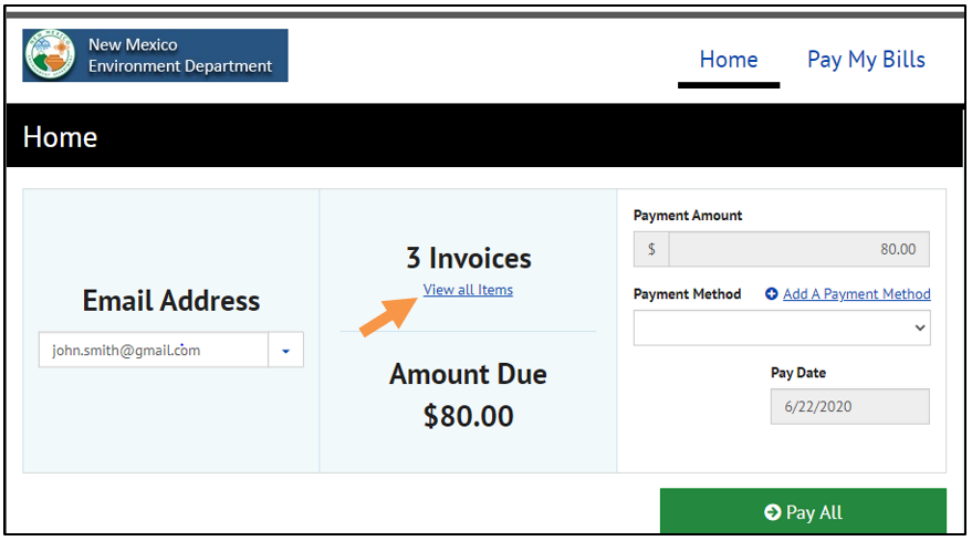
9. This will take you to the login page. This time, you'll use the Login tab and enter your Login ID and Password, and then click the green Login button to get to your account.



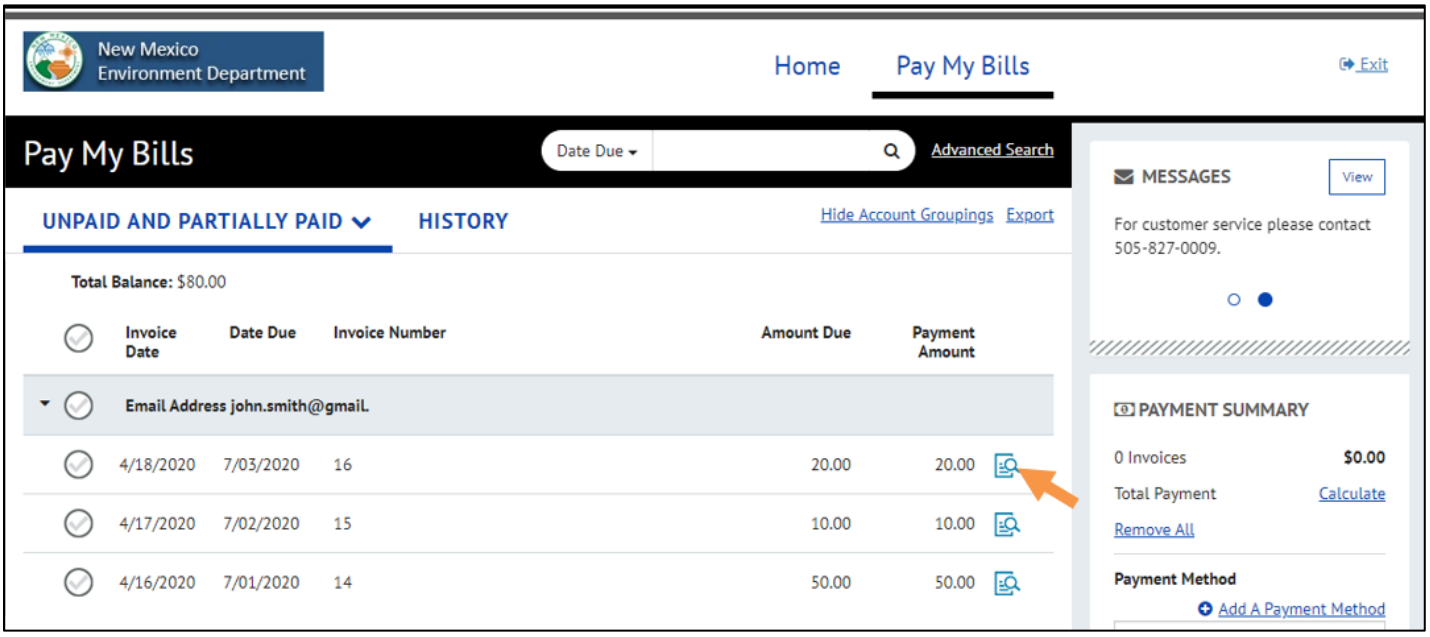
10. Your account is now enrolled, and you can use that Login ID and Password you created to get to your account.

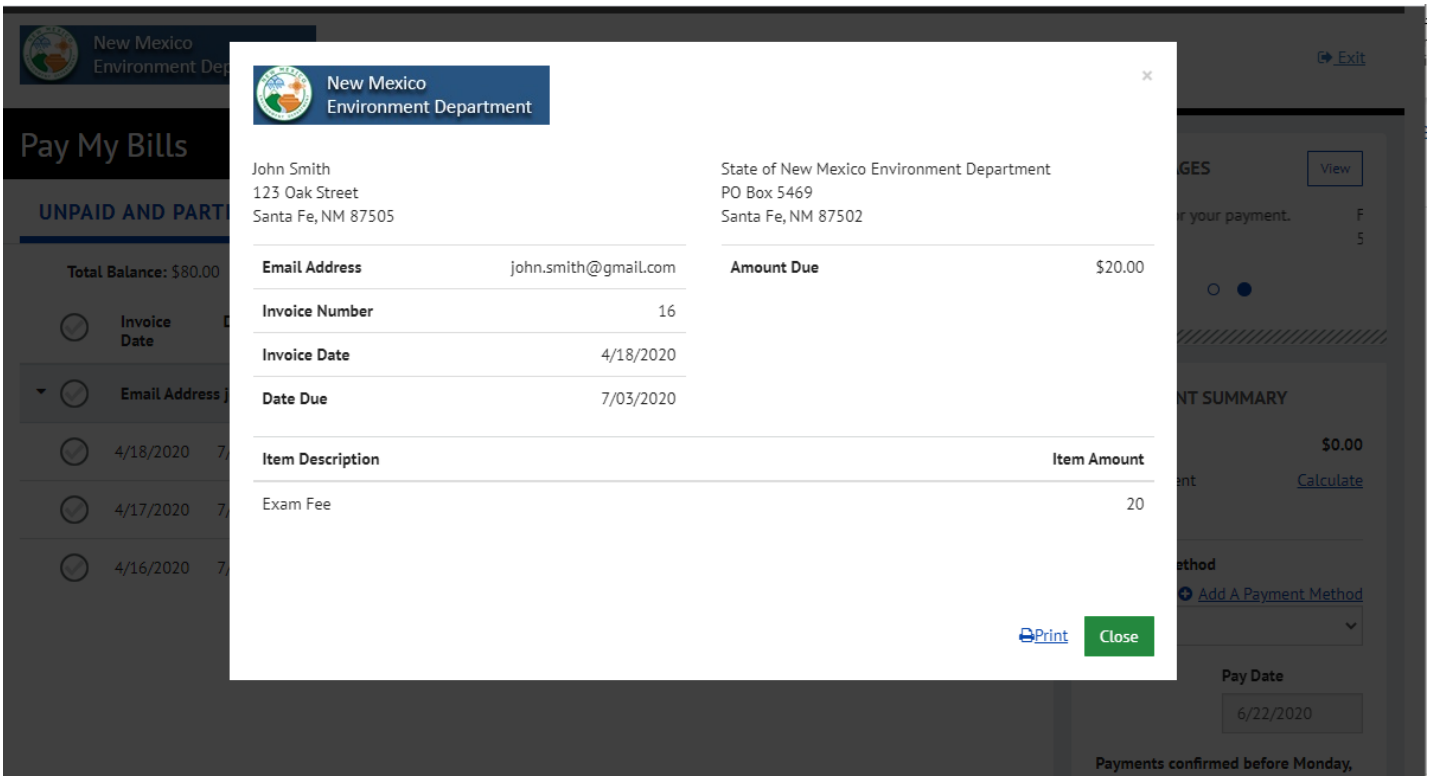
Review your Invoice

11. Where it lists the number of invoices, click on the link to "View all Items".



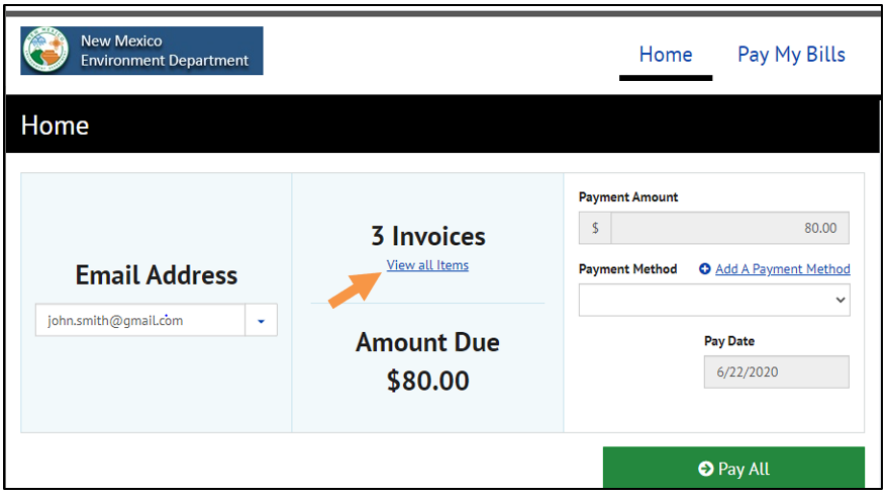
12. You'll see all your unpaid invoices listed with a blue icon on the right. Click on that icon to view the invoice.



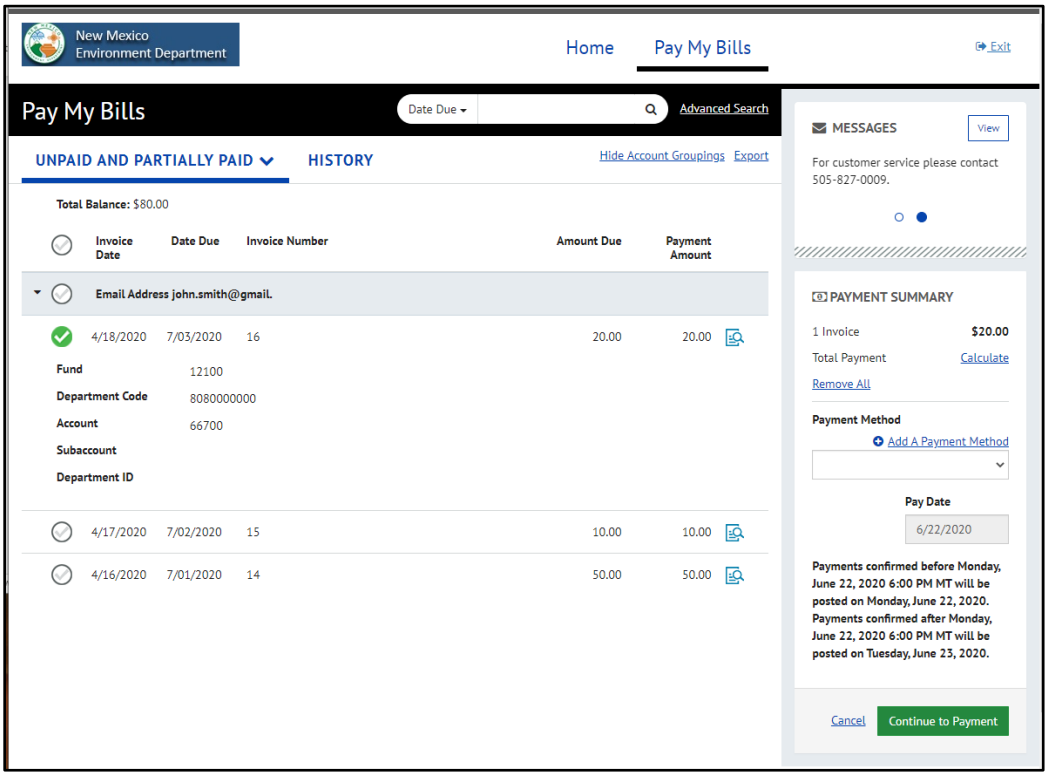


Pay by ACH using your Bank Account

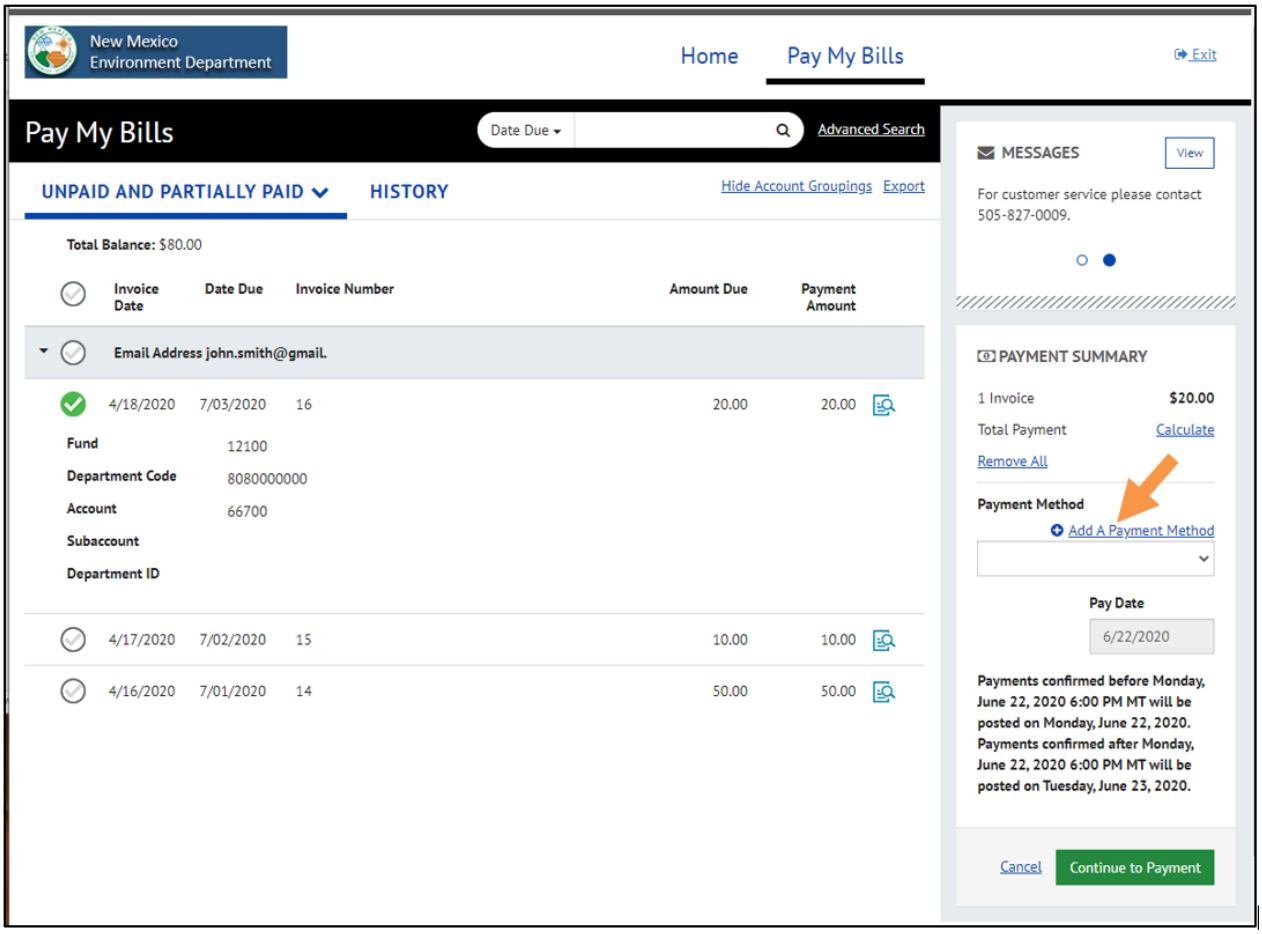
1. Where it lists the number of invoices, click on the link to "View all Items".



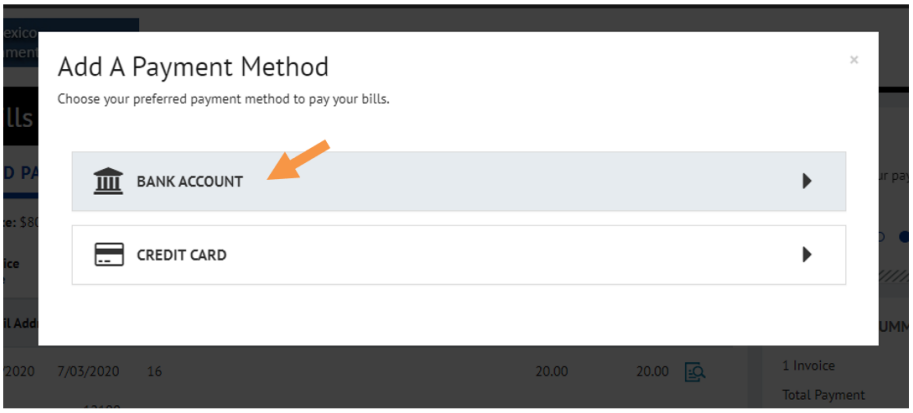
2. Click the check marks to select the invoice, or multiple invoices, that you would like to pay.

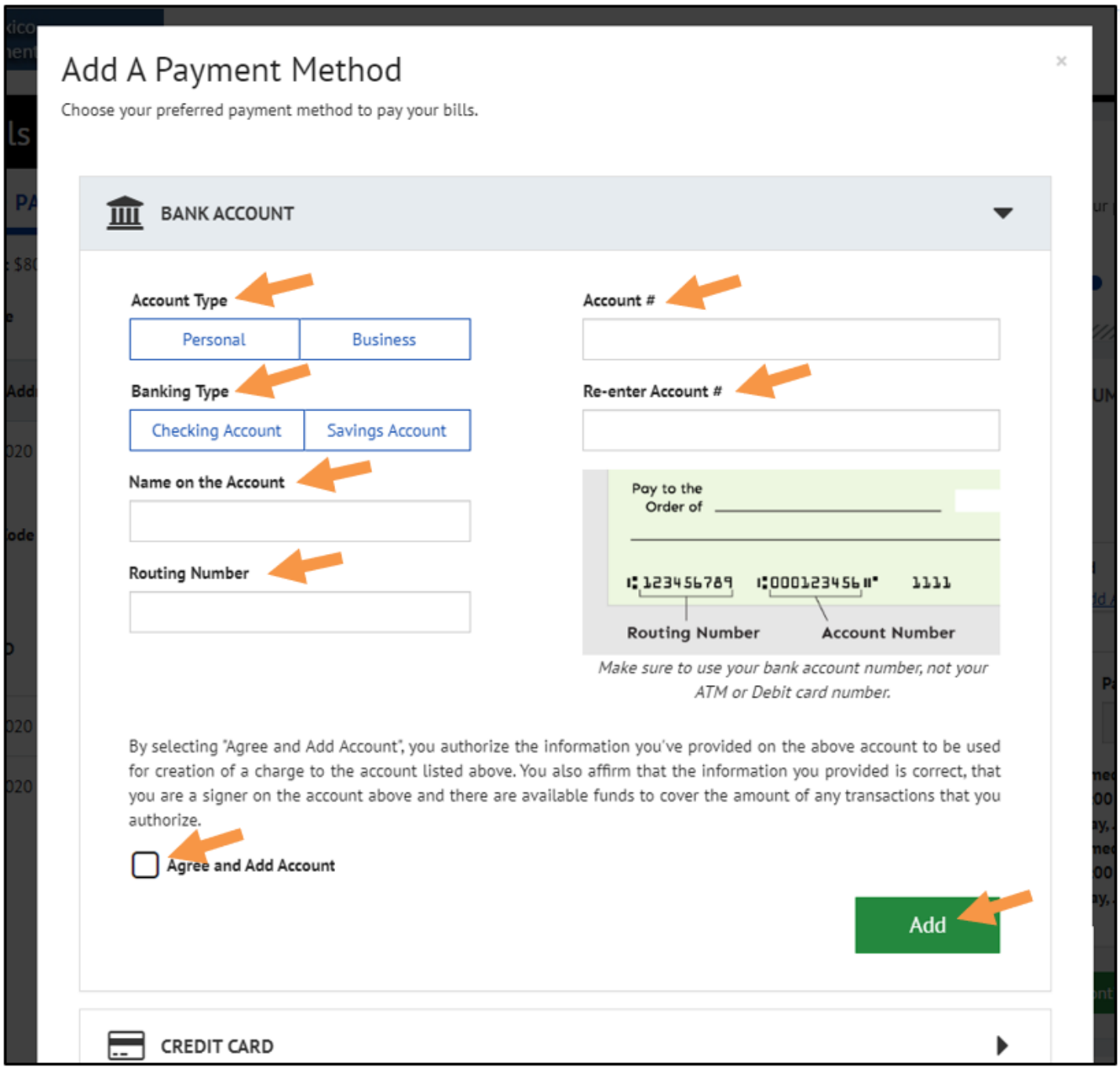


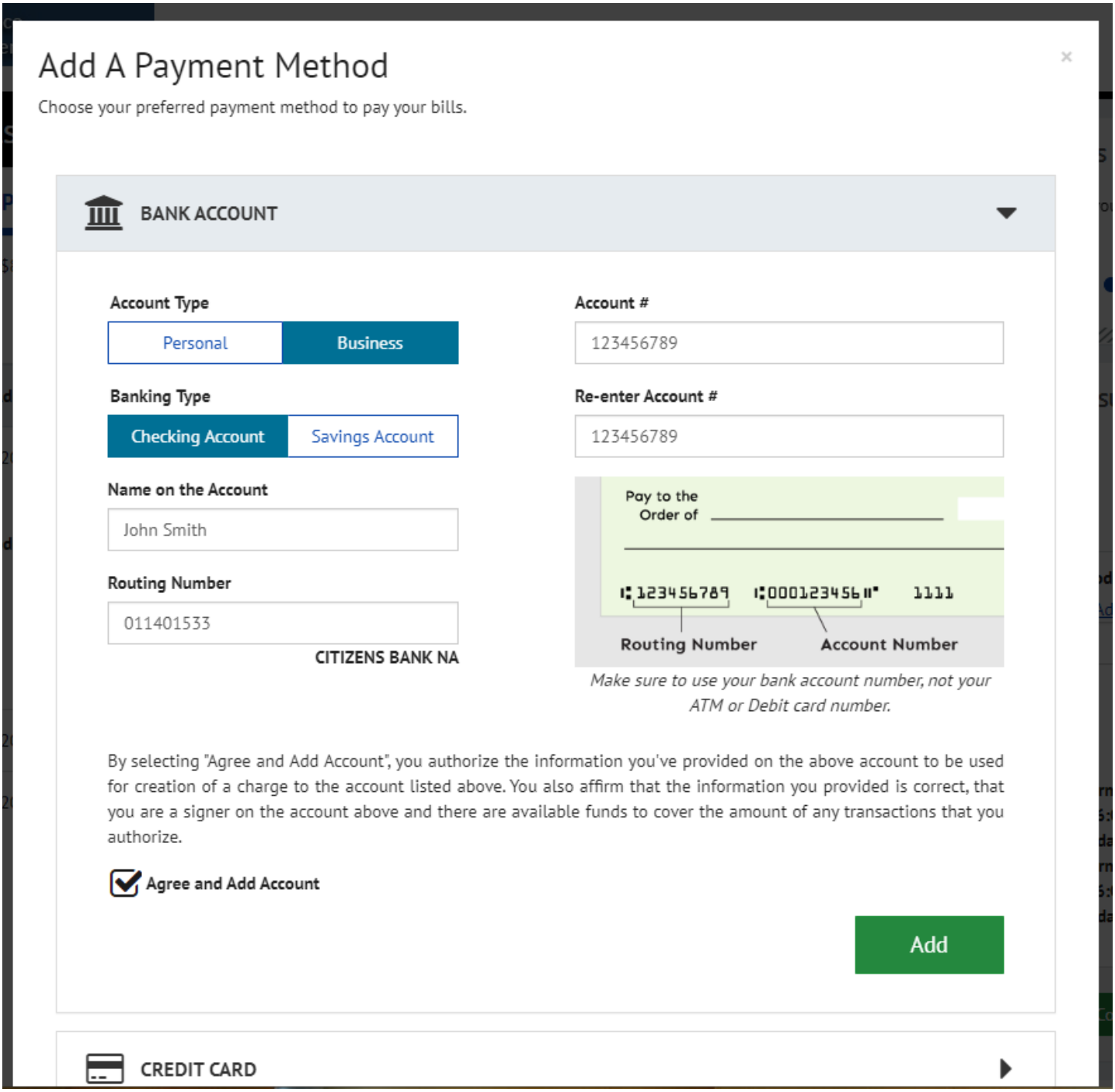
3. Click on “Add a Payment Method”



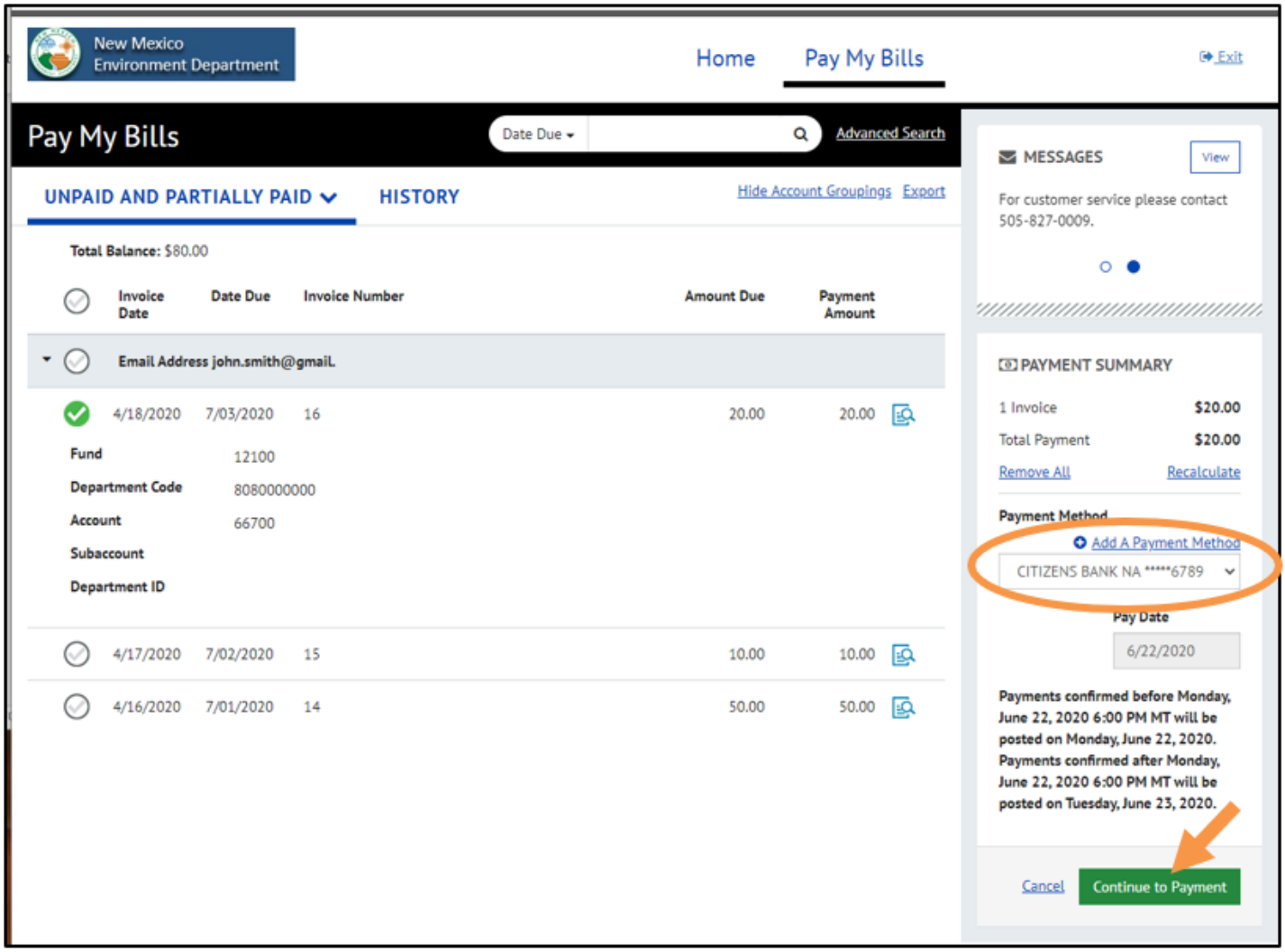
4. Select “Bank Account”, enter the information, check the box to agree, and click the button to “Add”.



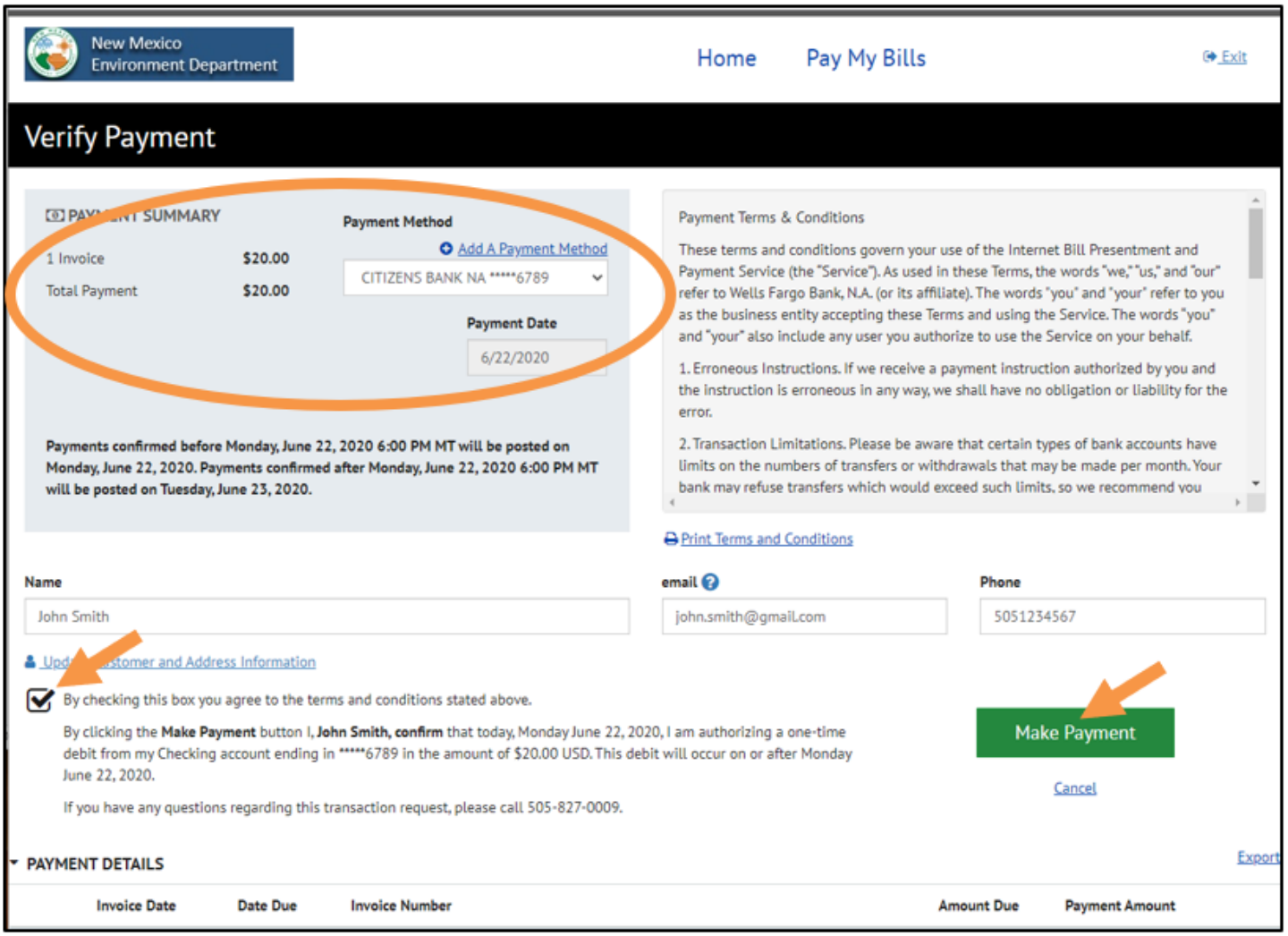

Add A Payment Method
Choose your preferred payment method to pay your bills.
BANK ACCOUNT
Account Type
Personal
Business
Banking Type
Checking Account
Savings Account
Name on the Account
Routing Number
Account #
Re-enter Account #
Pay to the Order of
Routing Number
Account Number
Make sure to use your bank account number, not your ATM or Debit card number.
By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.
Agree and Add Account
Add
CREDIT CARD


Add A Payment Method
Choose your preferred payment method to pay your bills.
BANK ACCOUNT
Account Type
Personal
Business
Banking Type
Checking Account
Savings Account
Name on the Account
John Smith
Routing Number
011401533
CITIZENS BANK NA
Account #
123456789
Re-enter Account #
123456789
Pay to the Order of
Routing Number
Account Number
Make sure to use your bank account number, not your ATM or Debit card number.
By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.
Agree and Add Account
Add
CREDIT CARD

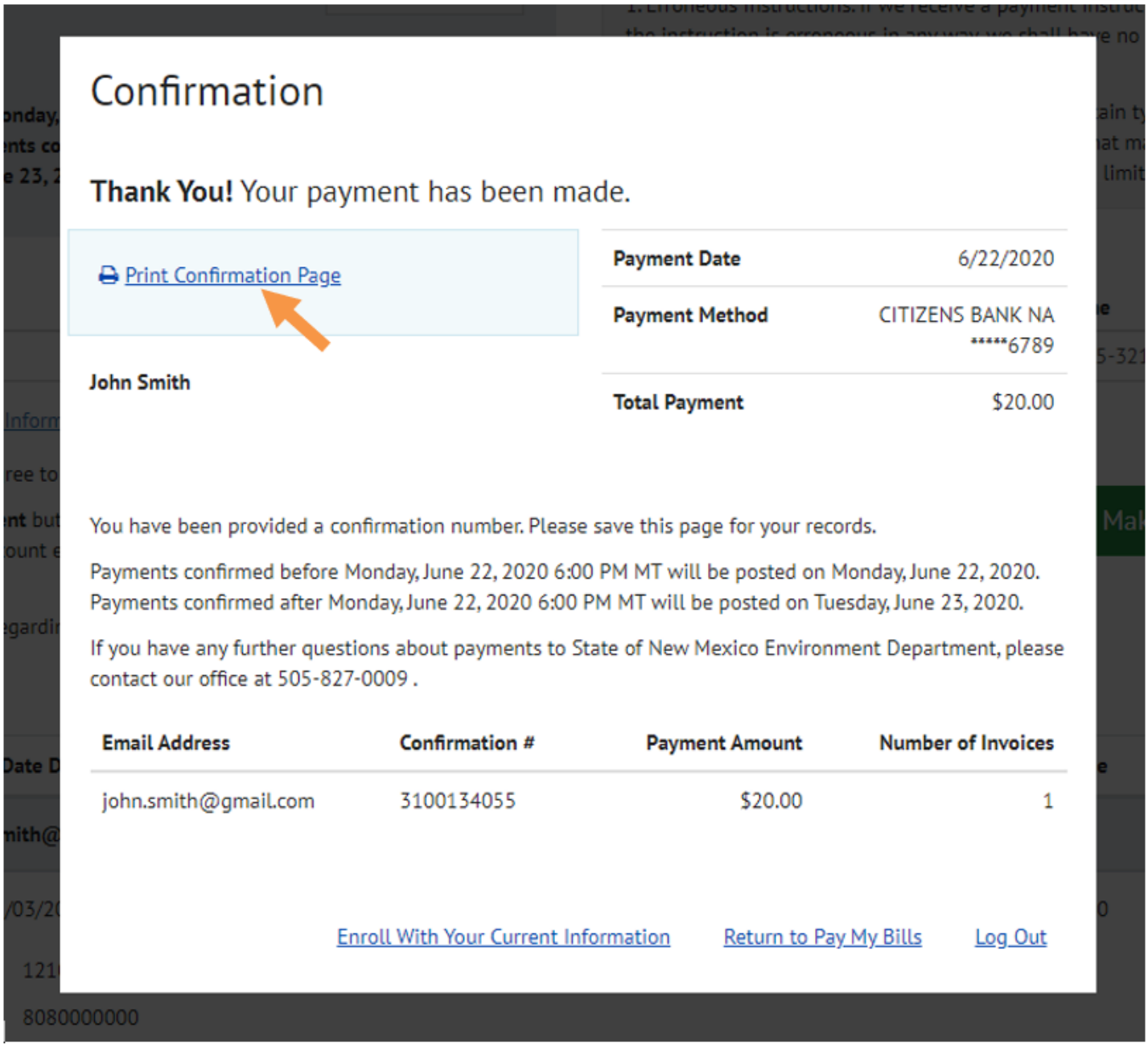
5. Now your payment method has been added and you'll see it show up in the dropdown menu. Click "Continue to Payment".



6. You need to verify the amount, check the box to agree to the terms, and then click “Make Payment”.

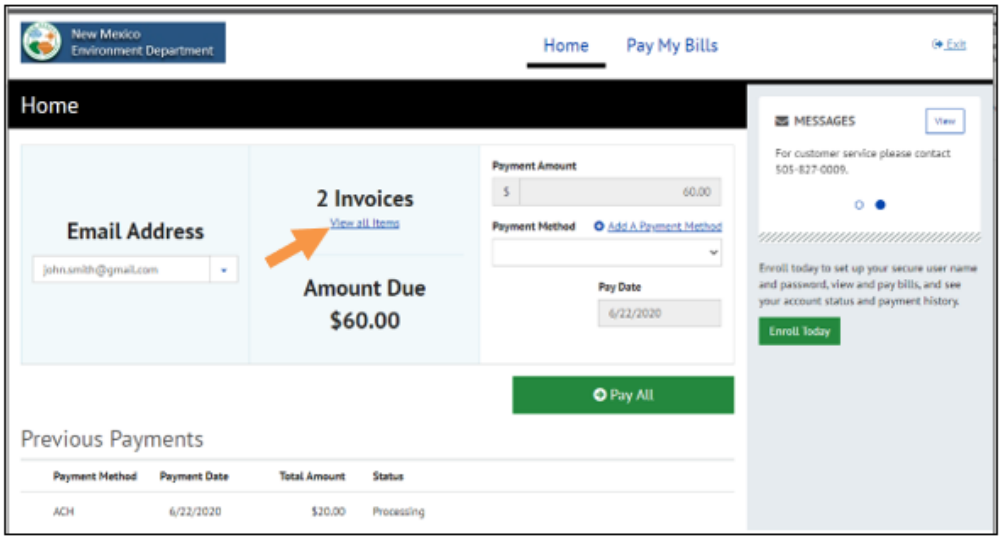


7. Now your payment is made and you'll see a confirmation message. You can print this page for your records, and you should receive an email confirmation as well.

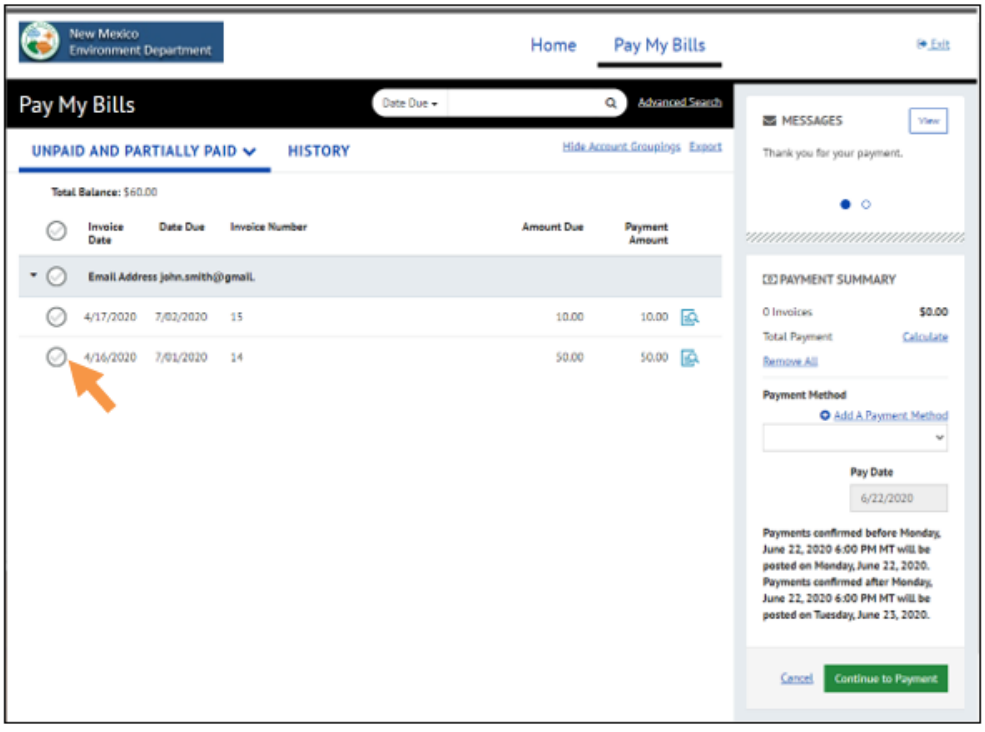


Pay by Credit Card

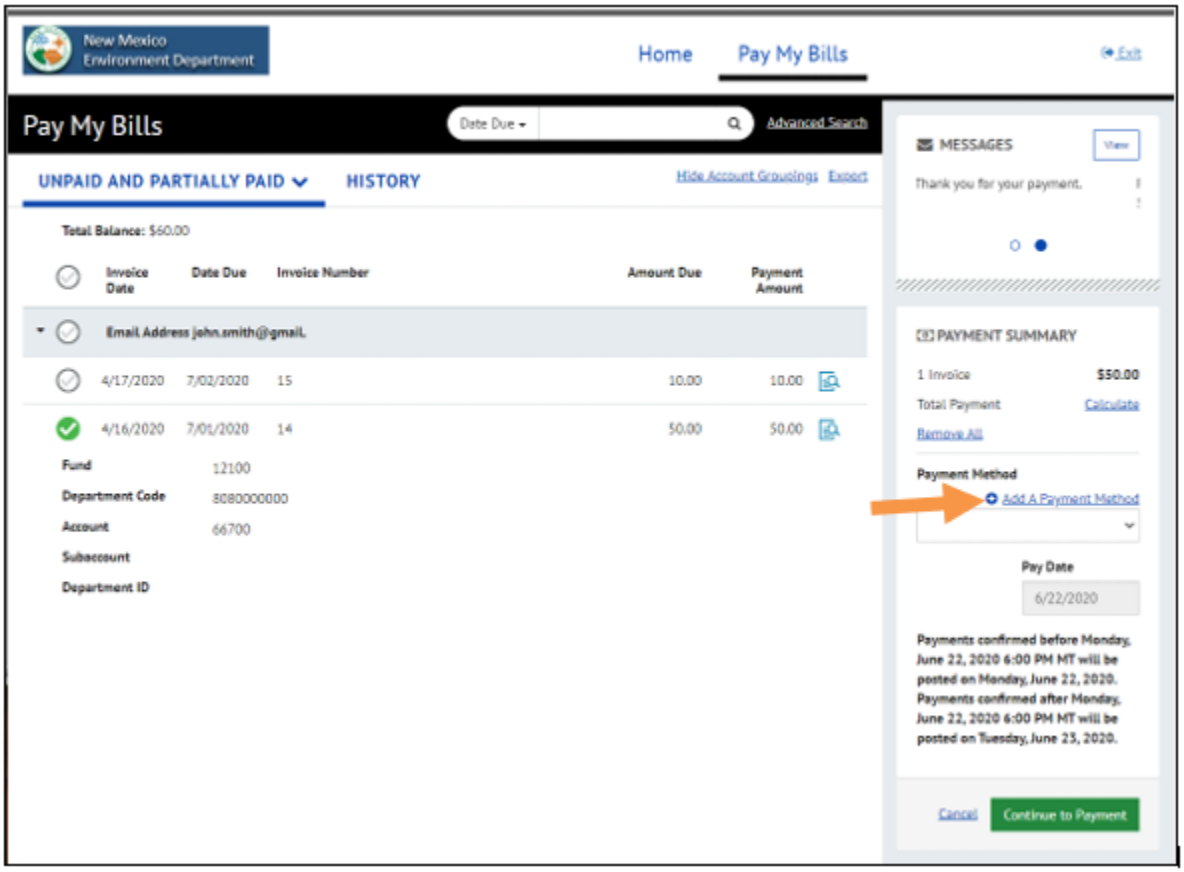
1. Where it lists the number of invoices, click on the link to “View all Items”.



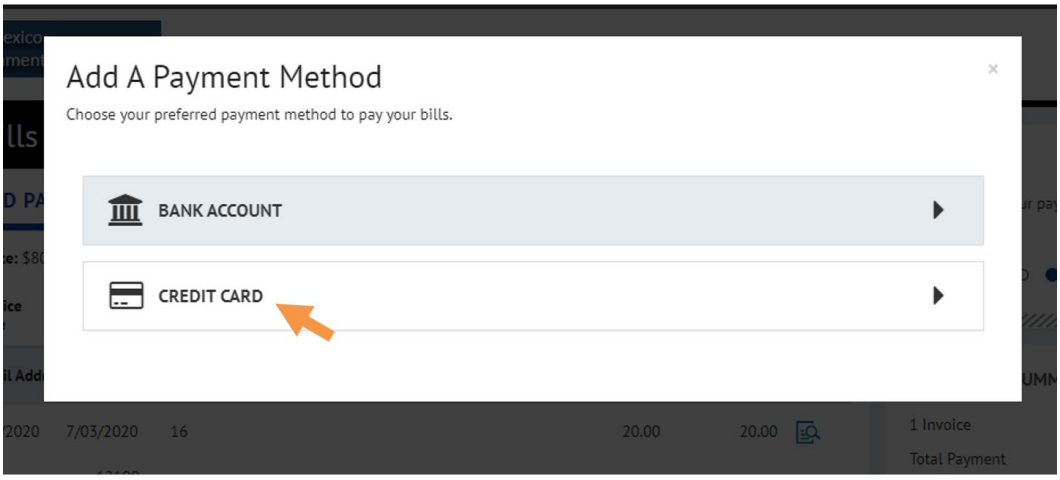
2. Click the check marks to select the invoice, or multiple invoices, that you would like to pay.

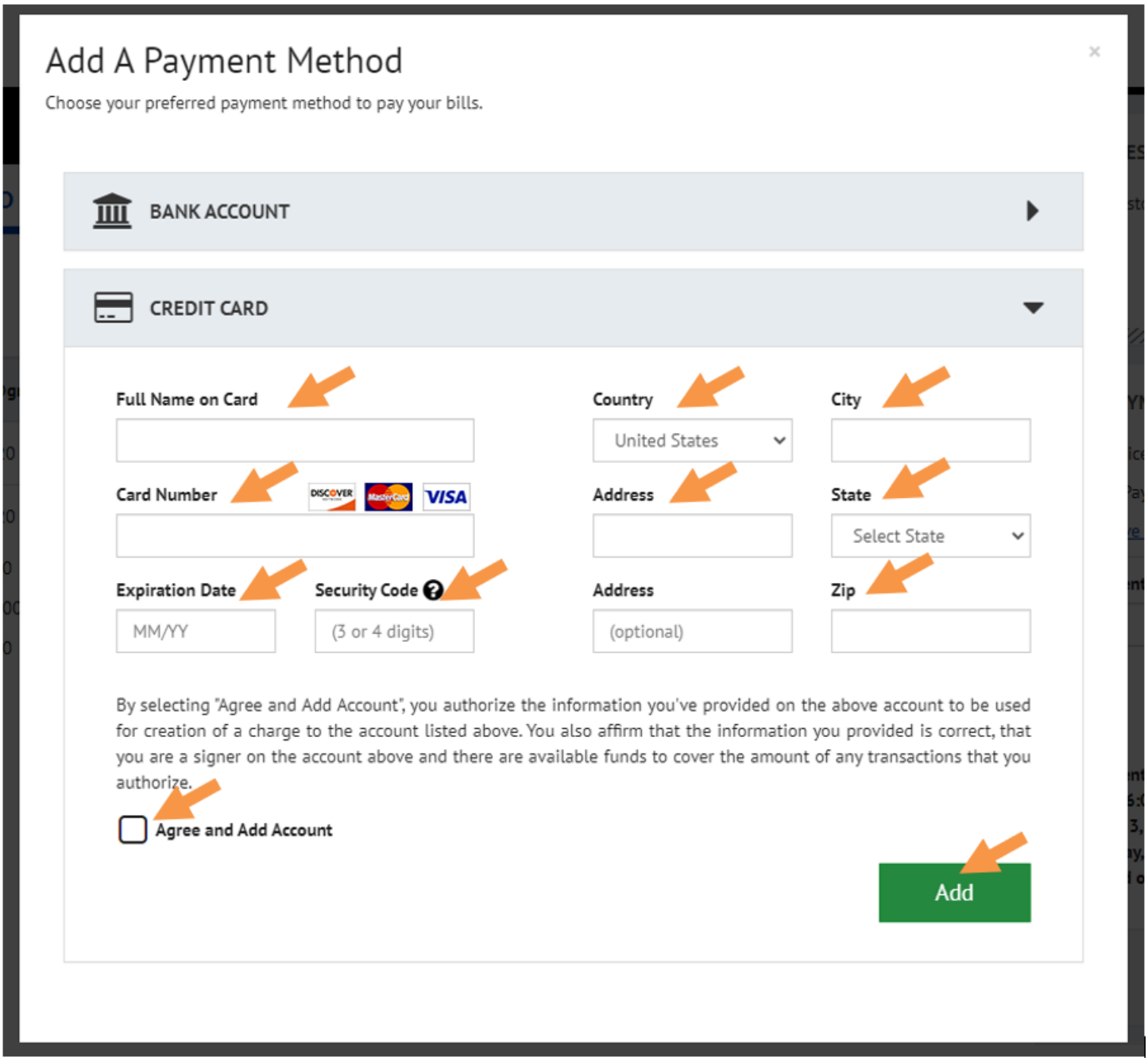


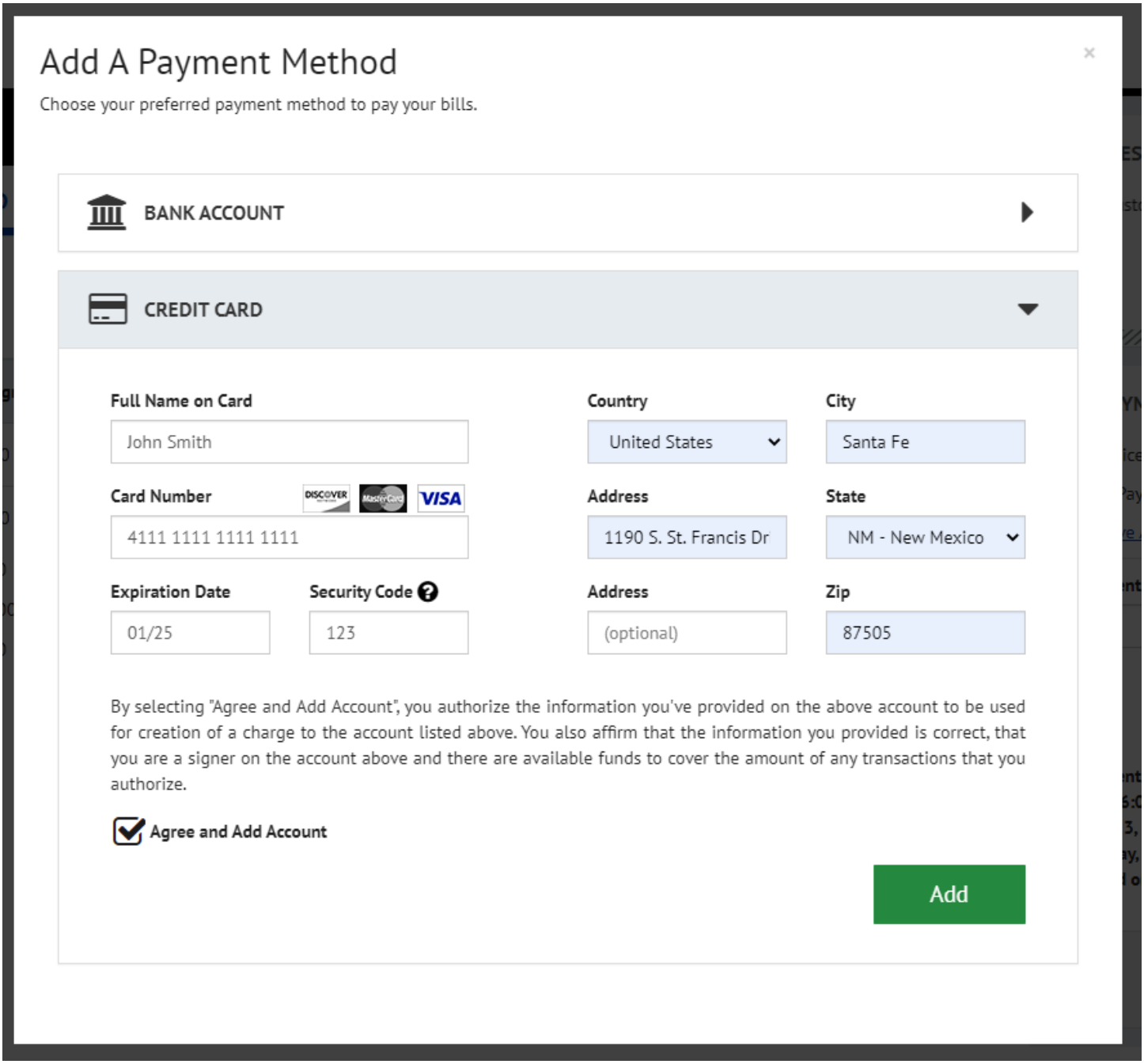
3. Click on “Add a Payment Method”



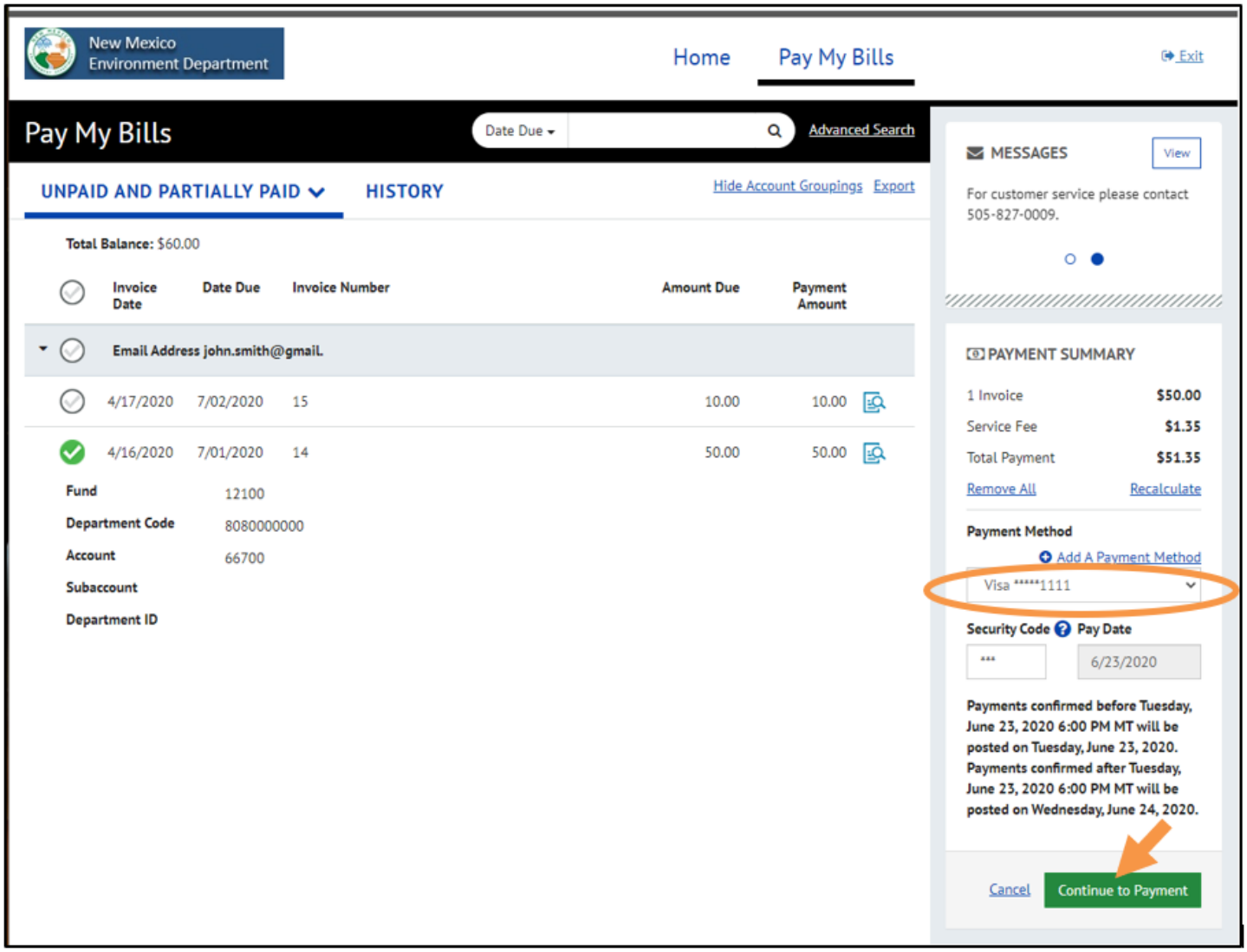
4. Select “Credit Card”, enter the information (the address should be your billing address), check the box to agree, and click the button to “Add”.



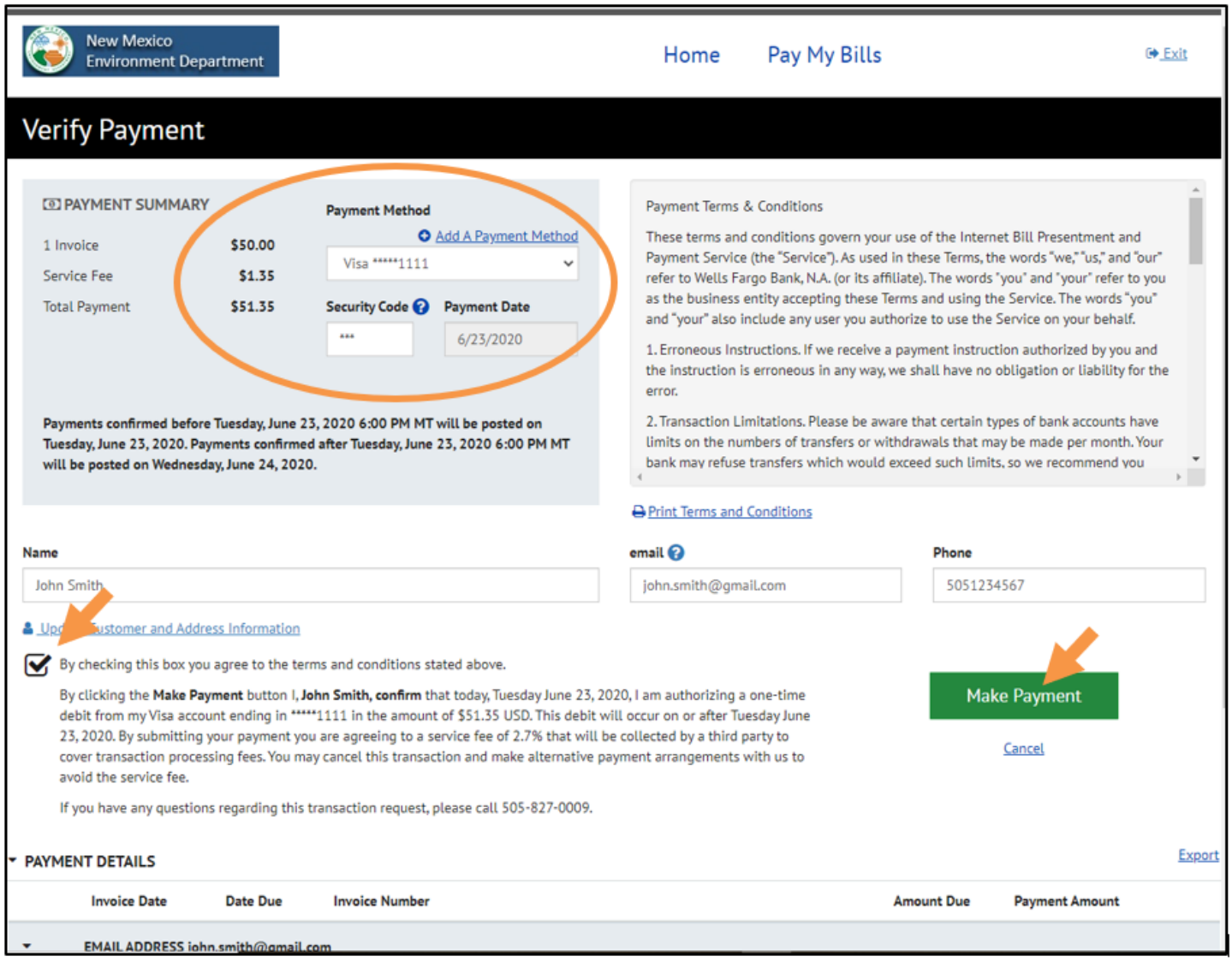

Add A Payment Method
Choose your preferred payment method to pay your bills.
BANK ACCOUNT
CREDIT CARD
Full Name on Card
Country
United States
City
Card Number
Address
State
Select State
Expiration Date
MM/YY
Security Code
(3 or 4 digits)
Address
(optional)
Zip
By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.
Agree and Add Account
Add


Add A Payment Method
Choose your preferred payment method to pay your bills.
BANK ACCOUNT
CREDIT CARD
Full Name on Card
John Smith
Card Number
4111 1111 1111 1111
Expiration Date
01/25
Security Code
123
Country
United States
Address
1190 S. St. Francis Dr
Address
(optional)
City
Santa Fe
State
NM - New Mexico
Zip
87505
By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.
Agree and Add Account
Add

5. Now your payment method has been added and you'll see it show up in the dropdown menu. Click "Continue to Payment".



6. You need to verify the amount, check the box to agree to the terms, and then click “Make Payment”.



7. Now your payment is made and you'll see a confirmation message. You can print this page for your records, and you should receive an email confirmation as well.

