

Selective Report Submittal and Application Fees may now be paid electronically by e-Check or Credit Card. Once the Department receives the complete administrative submission of forms, applications, and documents and performs an administrative review, an automatic email will be sent with an invoice number to the consultant and/ or the fee billing contact.

The following instructions explain how to pay a bill online using an e-Check or Credit Card.

Go to the web site <u>http://www.nj.gov/dep/online/</u>.

Governor Phil Murphy • Lt.Governor Sheila Olive				
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Welcome to New Jersey Department of Environmental Protection's Online Business Portal				
The NJDEP Online system can be accessed via the myNewJersey Portal at https://www.nj.gov or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments. NJDEP Online offers 2 different types of services, Non-registered and Registered: Non-registered Services do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in: Pay a Paper Invoice (Certain invoice types are not available for online payment) Documents and Forms Pay for a License Pesticide Product Registration Saltwater Angler Registration Request a Waiver Vehicle Registration Add-on/Modification Vehicle Registration Add-on/Modification Vehicle Registration Add-on/Modification Vehicle Registration Add-on/Modification Vehicle Registration Add-on/Modification Vehicle Registration Add-for companies	Already a Registered User? Login to NJDEP Online Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees. If VISA Image: Image: Image			
with 30 or fewer vehicles)	For use with Microsoft Internet Explorer 11, Mozilla Firefox 34 or later or Google Chrome 33 or later.			

Click on the link for "Pay a Paper Invoice."

Enter the **Invoice Number** listed on the automatic email sent to the consultant and/ or the fee/billing contact. Please note that you will not receive an actual paper invoice but an invoice number via email to complete the transaction.

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EXPRESS PAYMENT - ENTER INVOICE NUMBER	
IMPORTANT As of July 1, 2015, the New Jersey Department of Environmental Protection (NJDEP) will be transitioning from a transaction fee mode convenience fee model for accepting credit card payments. Please note that NJDEP will continue to offer electronic check (eCheck/EFT) and Bill Me (available on some services) payment options completely free of any transaction charges.	del to a a Later
As of August 10, 2022, the convenience fee is 2.3% of the amount being charged + \$0.50. If you select Pay via Credit Card, you will be transferred the credit card processing web page. This page will display a line item for the NJDEP fee and a separate Service Fee line item represent the credit card convenience fee to be charged. As an example, if the DEP fee is \$50.00, the total charge will be \$51.65 (convenience fee = \$	ed to ting 1.65).
In order to retrieve your invoice, please enter either the Invoice Number or the NJEMS Bill ID, exactly as found in the upper right of your paper in	voice.
Invoice Number:	
NJEMS BIII ID:	
Со	ntinue

Click Continue.

You will be able to '**Pay a Paper Invoice**' via **e-Check** or **Credit Card**. Select the desired payment method and enter the required information.

E-Check Note: When entering the account number in the appropriate field, please double check the entry to avoid mistakes as the Department has detected errors that result in bounced checks.

Please note that while paying by e-Check is free of transaction charges, payment by Credit Card has a convenience fee of 2.3% for the amount being charged + \$0.50. As an example, if the NJDEP fee is \$350.00, the total charge will be \$358.55 (convenience fee = \$8.55).

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