

# How to Pay a Bill Online

Contaminated Site Remediation & Redevelopment  
New Jersey Department of Environmental Protection



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 <http://www.nj.gov/dep/online/>.

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 model to a convenience fee model for accepting credit card payments. Please note that NJDEP will continue to offer electronic check (eCheck/EFT) and Bill Me Later (available on some services) payment options completely free of any transaction charges.

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 to the credit card processing web page. **This page will display a line item for the NJDEP fee and a separate Service Fee line item representing 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 = \$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 invoice.

Invoice Number:

NJEMS Bill ID:

[Continue](#)

**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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### PAYMENT SUMMARY

#### Charges

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
364664600	364608	1100 NECKECK RD	Site Remediation	Licensed Site Professional Program	LSRP New2	11/28/2022	\$3,460.00
<b>Total:</b>							<b>\$3,460.00</b>

Clicking a column title will sort the table by that column.

[Pay via Credit Card](#)
[Pay via eCheck](#)
[Return](#)

**Select method of payment**

STATE OF NEW JERSEY  
PAYMENT MANAGEMENT SERVICES

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
30201	deplSrpAnnual-Pay an Invoice-364664600	\$3,460.00	1	\$3,460.00
Total				\$3,460.00

Transaction Summary

deplSrpAnnual-Pay an Invoice-364664600	\$3,460.00
Service Fee	\$80.08
<b>TOTAL</b>	<b>\$3,540.08</b>

Payment Type: Credit/Debit

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### MAKE PAYMENT - BY eCHECK

In order to comply with new banking rules, please answer the following question:  
Will the funds for the payment come from an account outside the United States (Yes/No)?

Yes  No

**Total: \$3,460.00**

**Bank Routing No.\*:**   
How to find your Routing Number

**Account Number\*:**

**Account Type\*:**

**Name on Account\*:**

**Contact Name\*:**

**Contact Phone No.\*:**

**Contact Phone No. Ext.:**

**Contact E-Mail\*:**

\* Required

[Continue](#)
[Clear](#)
[Cancel](#)

**The amount will be from invoice**

**Pay via Credit Card**

**Pay via eCheck**