



Payments for Submittals

Your DEQ Online

July 2022



This document was prepared by
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DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.oregon.gov.

System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities. This document addresses how public users of this system make payments for submittals.



[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.



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1. Technology Fee

Starting July 1, 2022, a 4% technology fee will be added to all financial transactions in Your DEQ Online, except agency-issued penalties. The fee, which was authorized by the 2021 Oregon Legislature, is necessary to pay for the annual operation and maintenance costs of the system. For more information, see the [Technology Fee Frequently Asked Questions](#).

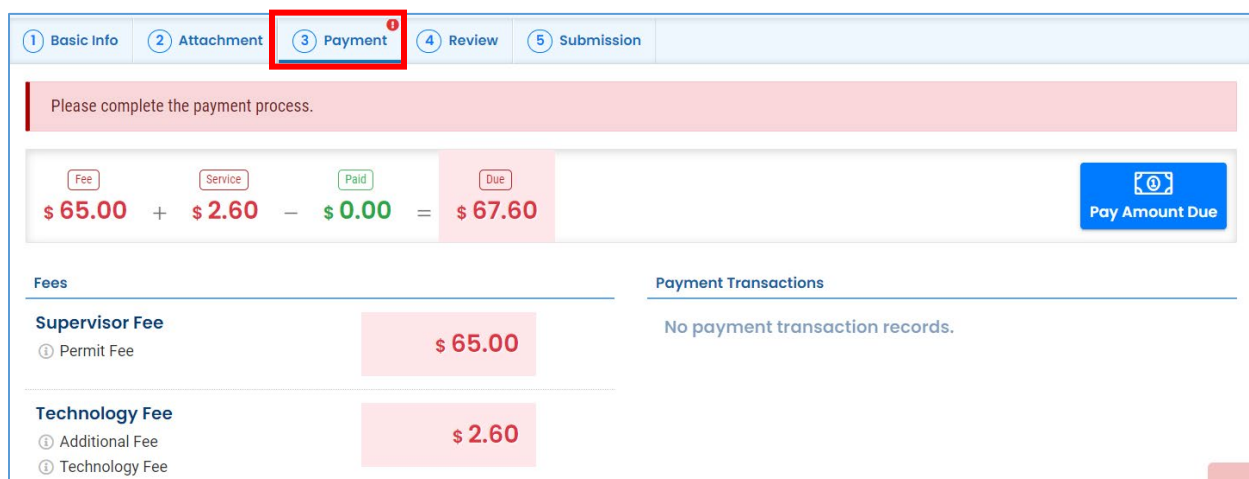
2. Payments for Submittals

Submittals are the applications and renewals for licenses, certifications and permits as well as the reporting obligations that a public user submits to a DEQ program in Your DEQ Online. For submittals that require payment, the public user enters payment information in the Payment tab.



1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

In the Payment tab, you will see required fees for the submittal plus the 4% technology fee. Your DEQ Online offers three methods for payment: ACH electronic transfer (e-check), credit card, or check by mail. Electronic payments are secure, immediate and enable faster processing of your submittals.



Please complete the payment process.

Fee	Service	Paid	Due
\$ 65.00	+	\$ 2.60	- \$ 0.00 = \$ 67.60

Pay Amount Due

Fees	Payment Transactions
Supervisor Fee ① Permit Fee \$ 65.00	No payment transaction records.
Technology Fee ① Additional Fee \$ 2.60	
① Technology Fee	

2.1 Pay by ACH

Secure payment by ACH or e-check through U.S. Bank requires routing and account numbers to make a payment. To begin, select the “Pay Amount Due” button in the Payment tab.

1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please complete the payment process.

Fee	Service	Paid	Due
\$ 65.00	+ \$ 2.60	- \$ 0.00	= \$ 67.60

Select to choose the payment method → **Pay Amount Due**

Fees	Payment Transactions
Supervisor Fee ① Permit Fee \$ 65.00	No payment transaction records.
Technology Fee ① Additional Fee \$ 2.60 ① Technology Fee	

Select the ACH option and click “Pay Now.” You will be directed to a secure payment portal, DEQ GovOnline Payments, to complete the payment process. There are no additional fees for using this payment method.

1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please complete the payment process.

Fee	Service	Paid	Due
\$ 65.00	+ \$ 2.60	- \$ 0.00	= \$ 67.60

Pay Amount Due

☒ ACH **Automated Clearing House (ACH) payment method:**

☐ Credit Card

☐ Check by Mail

When clicking **Pay Now** button, you will be **redirected** to agency's payment portal to finish the payment.

Once finished, you will be redirected back to the system to finish the task.

Pay Now

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

Log In

[Register](#)

[Pay Without Registering](#)

For one-time payments, enter your contact information, bank routing and account numbers. Select "Continue" to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$67.60

Payment Information

Frequency One Time

Payment Amount \$67.60

Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City

State Select ▾

Zip Code (Optional)

Phone Number

Email Address

[Become a Registered User](#) 

Payment Method

Sample Check

123 Main St.
Anytown, MO 12345

DATE _____

PAY TO THE ORDER OF _____ \$ _____

DOLLARS

MEMO _____

123456789 055 11111111 001215

Bank Routing Number Bank Account Number Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type ☒ Checking ☐ Savings

☐ This is a business account

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

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You

must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Return to Your DEQ Online](#)

Once you have returned to Your DEQ Online, a record of the payment will be shown in the Payment tab.

Important note: After making an online payment, go to the "Submission" tab and complete your Submittal within the same business day. DEQ is not able to process "Pending" submittals and payments to "Pending" submittals. The Responsible Official is the type of account that is able to certify and complete a submittal.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

No amount due.

Fee

\$ 65.00

+

Service

\$ 2.60

-

Paid

\$ 67.60

=

Balance

\$ 0.00

Fees

Supervisor Fee

① Permit Fee

\$ 65.00

Technology Fee

① Additional Fee

\$ 2.60

The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

Payment Transactions

✓ ePayment (ACH)

07/11/202207/12/2022

\$ 67.60

DEQTST000010600

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see [section 3](#).

The RO will select the “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

Payments for Submittals

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1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

☒ I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

☐ Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

2.2 Pay by Credit Card

For secure payments by credit card through U.S. bank, you will be required to enter card holder and card information. A convenience charge of 2.3% will be added to the total amount due by U.S. Bank. This convenience charge will not be reflected in Your DEQ Online, and it will appear as a separate item on your credit card statement. To begin, select the "Pay Amount Due" button in the "Payment" tab.

1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please complete the payment process.

Fee	Service	Paid	Due
\$ 65.00	+ \$ 2.60	- \$ 0.00	= \$ 67.60

Select to choose the payment method → **Pay Amount Due**

Fees	Payment Transactions
Supervisor Fee ① Permit Fee \$ 65.00	No payment transaction records.
Technology Fee ① Additional Fee \$ 2.60 ① Technology Fee	

Select the credit card option and click “Pay Now.” You will be directed to the payment portal, DEQ GovOnline Payments, to complete the payment process.

1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please complete the payment process.

Fee	Service	Paid	Due
\$ 65.00	+ \$ 2.60	- \$ 0.00	= \$ 67.60

Pay Amount Due

☐ ACH
☒ **Credit Card**
☐ Check by Mail

Credit Card payment method:

When clicking **Pay Now** button, you will be **redirected** to agency's payment portal to finish the payment.
 Once finished, you will be redirected back to the system to finish the task.

Pay Now

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

Log In

[Register](#)
[Pay Without Registering](#)

For one-time payments, enter your contact and credit card information. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$67.60

Payment Information

Frequency One Time

Payment Amount \$67.60

Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City

State

Select

Zip Code (Optional)

Phone Number

Email Address

[Become a Registered User](#)

Payment Method

Card Number

Expiration Date

Month

Year

Card Security Code

Card Billing Address ☒ Use my contact information address ☐ Use a different address

DISCOVER

MasterCard

VISA

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

Continue

Cancel

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

Return to Your DEQ Online



Once you have returned to Your DEQ Online, the processed payment will be shown in the “Payment” tab. The Responsible Official is the type of account that is able to certify and complete a submittal.

Important note: The RO should proceed to the “Submission” tab to complete the submittal within the same business day of completing the payment. DEQ is not able to process “Pending” submittals and payments to “Pending” submittals.

The screenshot shows the DEQ Online interface with the 'Submission' tab selected. The navigation bar at the top includes tabs for Basic Info, Attachment, Payment, Review, and Submission. The Submission tab is highlighted with a red box and a blue arrow pointing to it. Below the navigation bar, a message states 'No amount due.' A payment summary shows a Fee of \$65.00, a Service of \$2.60, a Paid amount of \$67.60, and a Balance of \$0.00. The Fees section lists a Supervisor Fee of \$65.00 and a Technology Fee of \$2.60. The Payment Transactions section shows a Credit Card payment of \$67.60 on 07/13/2022, with a confirmation number DEQTST000010701.

Fee	Service	Paid	Balance
\$65.00	\$2.60	\$67.60	\$0.00

Fees	Payment Transactions
Supervisor Fee ① Permit Fee \$65.00	✓ Credit Card 07/13/2022 07/13/2022 \$67.60 # DEQTST000010701
Technology Fee ① Additional Fee \$2.60 ① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see [section 3](#).

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

☒ I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

☐ Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

2.3 Pay by Check

To pay by check, select check by mail and click "Confirm Check by Mail." You will receive a message asking you to confirm the payment method.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

Fee	Service	Paid	Due
\$ 65.00	+	\$ 2.60	- \$ 0.00 = \$ 67.60

Pay Amount Due

☐ ACH

☐ Credit Card

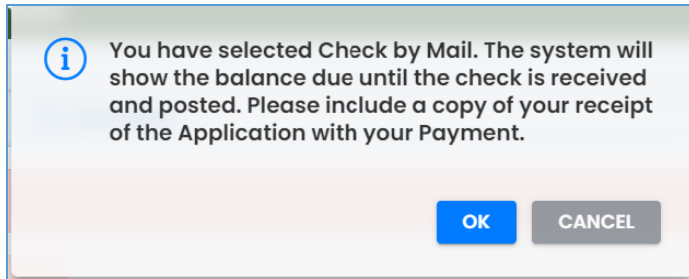
☒ Check by Mail

Check by Mail payment method:

Please make the check payable to:

DEQ Financial Services - LBX3615
P.O. Box 3615
Portland OR 97208-3615

Confirm Check by Mail



After you select “OK” to confirm, the “Payment” tab will display with a reminder message “Check in Transit/Waiting.” The system will continue to display the “Check in Transit/Waiting” record until the check is received by DEQ, after which time, DEQ will begin to process the submittal.

To delete your check by mail selection, select the trash can  icon. After your check by mail selection has been deleted, all payment options will be available.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission				
Fee \$ 65.00 + Service \$ 2.60 - Paid \$ 0.00 = Due \$ 67.60 Check in Transit/Waiting \$ 67.60				
Reminder: Payment of \$67.60 is due until the full amount has been received and posted. Select to delete the Check by Mail option Trash can icon				
Fees Supervisor Fee ① Permit Fee \$ 65.00 Technology Fee ① Additional Fee \$ 2.60 ① Technology Fee				
Payment Transactions ⚠ Check by Mail 07/11/2022 \$ 0.00 Trash can icon				

Important note: Completing a payment does not complete the submittal process. The Responsible Official must complete the instructions in the “Submittal” tab to complete the submittal process.

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see [section 3](#).

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

☒ I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

☐ Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

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Submit

2.3.1 Check Mailing Instructions

Checks mailed to DEQ must include the submittal receipt. To print the receipt, select "Print" at the bottom of the submittal confirmation page.

Fee Detail

Fee Name	Fee Type	Fee Amount
Supervisor Fee	Permit Fee	\$65.00
Technology Fee	Additional Fee	\$2.60

Payment Detail

Payment Date	Fee Amount	Paid Amount	Payment Method
Total:	\$67.60	\$0.00	

Attachment List

Finish
Print
PDF

On the PDF of the submittal receipt, you will find mailing instructions and the DEQ Financial Services mailing address at the bottom of the document.

Submittal check payments must include a printed copy of the submittal receipt and be sent to the address below:

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Do not mail checks to the DEQ office as this will delay processing.

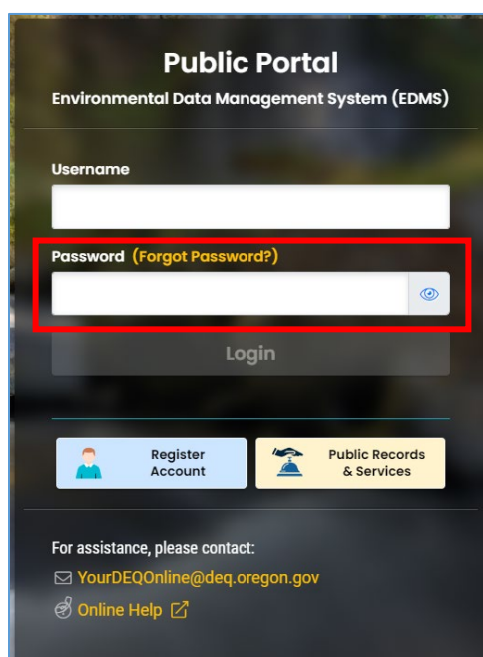
	Submittal Receipt Department of Environmental Quality, State of Oregon 700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100 Create Date: 7/11/2022
Submittal Summary Submittal ID: 2573	
Submittal: Asbestos - Worker and Supervisor ID Card Purchase Submitted By: Jessica Lorenz Email: jessica.lorenz@deq.state.or.us Submitted Date: 07/11/2022	
Form Detail	
Submittal Name: Asbestos - Worker and Supervisor ID Card Purchase Submission Method: Online Fee Program ID: 5 Fund Code: ASBCOURS Action Type: New	
Payment Information (BALANCE DUE)	
Total Amount Due: \$67.60 To complete your submittal, send a copy of this Submittal Receipt and payment to: DEQ Financial Services – LBX3615 P.O. Box 3615 Portland OR 97208-3615 Make check payable to: Department of Environmental Quality	

Once DEQ receives and processes the full check payment, a record of the check will appear on the “Payment” tab with the amount received and check number. The submittal receipt will show a zero (0.00) balance due and display a “Paid in Full” message.

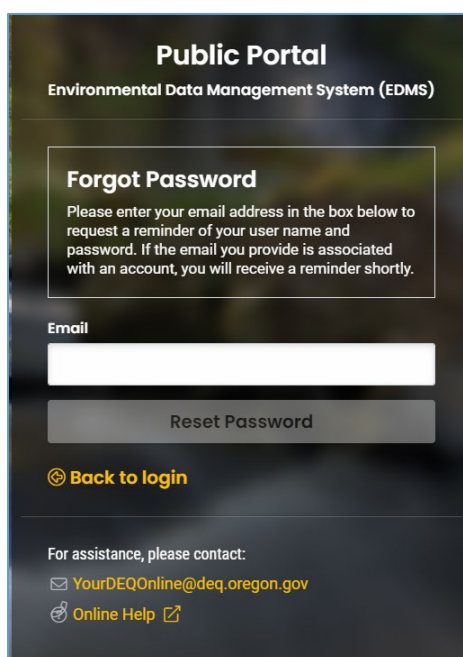
3. Password, Pin and Security Questions

3.1 Password

To reset your password, select “Forgot Password” from the [Your DEQ Online portal login](#) page. You will be asked to enter the email address associated with your account, and you will receive a temporary password through email.



The screenshot shows the 'Public Portal' login page for the 'Environmental Data Management System (EDMS)'. It features a 'Username' field and a 'Password' field. The 'Password' field is highlighted with a red rectangle and includes a link '(Forgot Password?)' next to it. Below the password field is a 'Login' button. At the bottom, there are links for 'Register Account' and 'Public Records & Services', and contact information for assistance.



The screenshot shows the 'Public Portal' 'Forgot Password' page for the 'Environmental Data Management System (EDMS)'. It prompts the user to enter their email address to request a reminder of their user name and password. Below the email field is a 'Reset Password' button. A 'Back to login' link is also present. Contact information for assistance is provided at the bottom.

3.2 Pin

Responsible Officials use a pin number in the completion of submittals. To reset your pin number, go to “My Account” and select the “Password/Pin” tab. Enter a new pin number and click “Save Pin” to update.

My Account

4063 RO Jessica Lorenz

Basic Info Account Type **Password/PIN** Security Questions Consultants License Info Verification

Password

☐ Show password

Confirm New Password

Save Password

PIN

☐ Show PIN

New PIN

PIN should be at least 8 characters long and should contain 1 number, 1 alphabet and 1 special character (@\$!%*#7&).

Confirm New PIN

Save PIN

Select "My Account" and Password/Pin tab

3.3 Security Questions

To complete submittals, Responsible Officials are asked a randomly generated question from the 5 security questions in their account security settings. To reset your security questions, go to "My Account" and select the "Security Questions" tab. Enter new security questions and select



to save.

My Account

4063 RO Jessica Lorenz

Basic Info Account Type Password/PIN **Security Questions** Consultants License Info Verification

1 Q What is the first and last name of your oldest sibling?

A

2 Q

A

3 Q what is your favorite hobby?

A

4 Q what is your favorite song?

A

5 Q where did you graduate from high school?

Save

Select "My Account" and Security Questions tab

4. Helpdesk and Resources

If you have questions about payment or your account, please consult the [Your DEQ Online Helpdesk](#). General information, training and resources are available on [Your DEQ Online Help page](#). Stay connected to news about Your DEQ Online by signing up for [GovDelivery email messages](#).