



TCEQ ePayment Guidance for WATER DISTRICTS

Water Supply Division
May 2018

To pay Districts' fees online using a credit card or bank transfer, follow these steps:

1. Using a computer that is connected to the Internet, open a web browser. In the location box of the web browser (or select from the menu bar "File, Open") type in this address:
<http://www.tceq.texas.gov/goto/epay>
2. At the TCEQ ePay website, enter your first and last name and a valid email address. Click OK.
3. Select the **Water** link under **Option 3: View List of Fees by Media**.
4. Select a fee to pay under **Water Districts**. The following types of fees are available for payment online using ePay:
 - a. Bond Applications Filing Fees
 - b. Creation Applications Filing Fees
 - c. Major Applications Fees
 - d. Minor Applications Fees
 - e. Bond Proceeds Fee (ACH Only)
5. Fill out the district information form describing your account. All fields with a red asterisk (*) are required fields. Once the form is completed click OK.
6. Review your shopping cart and click Check Out.
7. Enter your Payment Contact Information and click OK. You can select to pay by credit card (Master Card, Visa, American Express) or by ACH bank transfer (Bond Proceeds Fee payments may be made using ACH only). Credit card purchases are limited to amounts up to \$1,000. All payments greater than \$1,000 must be paid using ACH.
8. Review your transaction and click Make Payment button to pay for your items.
9. You will see the Customer Information page. Please verify that the customer information is correct and click Next. On the Payment Info page, enter your credit card or ACH information and click Next.
10. Review the transaction and enter the verification code. Click Submit Payment to finalize the transaction.
11. You will be returned to the TCEQ ePay receipt page. Under Cart Items click on the hyperlinked Voucher number to display and print your voucher. You will also receive an email containing the same information.
12. Mail in a copy of your ePay voucher:
 - a. For District Application Filing Fees, include a copy of the voucher with your application.
 - b. For the Bond Proceeds Fee, please mail with a copy of the Bond Proceeds Invoice to:
Districts Sections, MC - 152
Attn: Bond Proceeds Fee
TCEQ
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