

ePay User Guide for Orders or Field Citations WITH Payment Plans

STEP 1

- Fill out the following login fields: **Your Name, E-Mail, and Confirm E-Mail.**
- Once completed, select “OK.”

Welcome to ePay, the TCEQ's online payment application. This application uses the Texas.gov Online Portal by NICUSA to provide a secure environment for your financial transaction. TCEQ does not store your banking account or credit card information after the payment transaction has been completed.

Credit card payments made to TCEQ prior to October 1st, 2020, incurred Texas.gov costs which were paid by TCEQ. Effective October 1st, 2020, customers choosing to make payment to TCEQ by credit card will be required to pay the non-refundable Texas.gov costs at time of payment. The Texas.gov costs support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

- >> You may pay a single transaction by credit card of \$80,000.00 or less which may include multiple vouchers in the transaction.
- >> You may pay by electronic funds transfer regardless of the cost of each item.
- >> Credit card checks are NOT valid for electronic funds transfers!
- >> You **cannot** use this ePay application to renew an occupational license. You **can** use it to pay the application fee for a new license. For assistance with occupational licenses, see [how to renew your license online](#) or [how to apply for a new license](#).
- >> **Important!** If you make a payment and you do not receive a transaction confirmation page or email, please do not try to pay again. Please contact the STEERS/ePay Help Line at 512-239-6925 or email steerstst@tceq.texas.gov to see if your payment was successful.

STEP 2

- Enter your **Account** number.
 - Your Account No. is printed on the coupon portion of your TCEQ billing statement. An example is located on page 6.
- Once completed, select “OK.”

Option 1: Pay Invoiced Amount

If you are paying an invoice you received from the TCEQ, enter the account number printed on the coupon portion of the bill.

Account: ? [XXXXXXXX] [OK]

Option 2: Pay by STEERS Reference Number

If you are paying for a form created in STEERS ePermits, you **must** use this option. To pay by STEERS reference number, select the program area and enter the reference number to continue.

STEERS Program: ? [Aggregate Production Operations (EPR_APO)]

STEERS Reference Number: ? [] [OK]

Option 3: View List of Fees by Media

If you are submitting a payment for a permit, self reporting fee, or other fee without an invoice, please select a media to view a list of fees or provide a fee keyword to search.

AIR WASTE WATER OTHER VIEW ALL

Provide a fee name or keyword to filter the list to fees with names containing the provided value.

Fee Name Key Word(s): ? [] [OK]

STEP 3

- Confirm that the information listed is correct.
- Once completed, select “OK.”

Questions or Comments >>

Shopping Cart Select Fee Search Transactions Sign Out

Press OK to add the bill to your shopping cart or Cancel to return to the previous screen.

WASTE DISPOSAL ACT VIOLATIONS (ADMIN PENALTIES)

AR Number: XXXXXXXX
AR Name: FIRST LAST
Address: 123 STREET NAME
CITY, TX XXXXX
Balance: \$10.00

OK Cancel

STEP 4

- Review your **Shopping Cart** to ensure the **Fee Description**, **AR Number**, and **Amount** match your bill.
 - Note that the **AR Number** is the same as the Account No. on your bill.
- Once confirmed, select “Check Out.”

Questions or Comments >>

Select Fee Search Transactions Sign Out

Shopping Cart

There are 1 items in your shopping cart. If you wish to remove an item, check the remove box then click update shopping cart.
Note: The shopping cart is limited to 10 items.
CC = Credit Card
ACH = Electronic Funds Transfer

Fee Description	AR Number	Amount	Payment	Remove
WASTE DISPOSAL ACT VIOLATIONS (ADMIN PENALTIES)	XXXXXXXX	\$10.00	ACH/CC	<input type="checkbox"/>

Total fees for transaction: \$10.00

Select More Fees Update Shopping Cart Check Out

STEP 5

- Enter your **Payment Contact Information** and select your preferred **Payment Type**.
 - Note that the last four digits of your zip code are not required.
- Once completed, select “OK.”

Questions or Comments >>

Shopping Cart Select Fee Search Transactions Sign Out

Payment Contact Information (*All fields Required)

You may pay these fees by Credit Card or Electronic Funds Transfer (ACH). Please enter the payment contact information and select the payment type to continue. The payment contact would be the person TCEQ could contact if a question arises regarding this transaction.

Contact Name: FIRST LAST
Company Name: COMPANY NAME (If individual, enter name.)
Street Address: 123 STREET NAME
City, State, ZIP: CITY TX XXXXX -
Phone Number: XXX-XXX-XXXX (xxx-xxx-xxxx)
Payment Type: Credit Card

OK Cancel

STEP 6

- Upon completion of the Payment Contact Information page, a summary containing **Transaction Information, Payment Contact Information, Cart Items, and Payment Confirmation** should be listed.
- Verify that the information listed in each section is correct.
- Once completed, select **"Make Payment."**

Questions or Comments >>

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
EPAY • ONLINE PAYMENT APPLICATION

Shopping Cart Select Fee Search Transactions Sign Out

Important: Credit card payments made to TCEQ prior to October 1st, 2020, incurred Texas.gov costs which were paid by TCEQ. Effective October 1st, 2020, customers choosing to make payment to TCEQ by credit card will be required to pay the **non-refundable** Texas.gov costs at time of payment. The Texas.gov costs support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Transaction Information

Date: 08/05/2024
Payment Method: CC
ePay User: FIRST LAST
Actor Email: email@address.example
IP: 11.111.11.11
TCEQ Amount: \$10.00
Texas.gov Price: \$10.48*

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Payment Contact Information

Contact Name: FIRST LAST
Company: COMPANY NAME
Address: 123 STREET NAME
CITY, TX XXXXX
Phone: XXX-XXX-XXXX

Cart Items

Fee Description	AR Number	Amount
WASTE DISPOSAL ACT VIOLATIONS (ADMIN PENALTIES)		\$10.00
TCEQ Amount:		\$10.00

Payment Confirmation

Press the **Make Payment** button to pay for your items. You will be **redirected** to a secure Common Checkout web application to process your transaction. Please **DO NOT** close your browser until you have been returned to the TCEQ ePay application. If you have made a payment and you are not returned to the TCEQ ePay application, please do not try to pay again. Please contact the STEERS/ePay Help Line at 512-239-6925 or email steerstst@tceq.texas.gov to see if your payment was successful.

STEP 7

- Review the **Customer Information** for accuracy, then enter your **Payment Information**.
 - If a correction is needed, select “**Edit**.”
 - If the payment method billing address is different from the **Address** listed, uncheck the box below to add the billing address.
- Once completed, select “**Next**.”

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
ePAY • ONLINE PAYMENT APPLICATION

Credit/Debit Card

Customer Information ✓ [Edit](#)

Address
FIRST LAST
123 STREET NAME
CITY, TX XXXXX

Phone Number
XXX-XXX-XXXX

Country
United States

Email Address
email@address.example

Payment Information

Credit Card Number * [?](#)

Credit Card Type Complete all required fields [*]

MasterCard VISA DISCOVER American Express

Expiration Month * ?
Select a Month

Expiration Year *
Select a Year

Security Code * ?

Name on Credit Card *

Payment Address is the same as Customer Information *

[Next >](#)

[Cancel](#)

Transaction Summary

TCEQ ePayment	\$10.48
Texas.gov Price ?	\$10.48

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

STEP 8

- Review the **Customer Information** and **Payment Information** listed for accuracy.
 - If a correction is needed, select **"Edit."**
- Once confirmed, complete the **Verification** from reCAPTCHA. You will receive a green check mark when verified.
- Once completed, select **"Submit Payment."**

STEP 9

- Your transaction is complete. You should receive an e-mail receipt to the e-mail address you provided.
- Select **"Exit ePay."**

STEP 10

- This is an example of the e-mail receipt you should receive from steers@tceq.texas.gov which contains your transaction **Trace Number**.
- Save a copy for your records and forward this payment confirmation e-mail to your Enforcement Coordinator.

TCEQ ePay Receipt for 582EA000131037

steers@tceq.texas.gov
To: email@address.example

Retention Policy: TCEQ Inbox (30 days) Expires: 5/9/2024

This item will expire in 28 days. To keep this item longer apply a different Retention Policy. Follow up. Start by Tuesday, April 9, 2024. Due by Tuesday, April 9, 2024. We removed extra line breaks from this message.

the TCEQ ePay system. Please do not reply.
Trace Number: 582EA000131037

Payment Method: CC - Authorization 000TEST123 TCEQ Amount: \$10.00 Texas.gov Price: \$10.48*

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Actor: ENFORCEMENT TEST
Email: email@address.example

Payment Contact: FIRST LAST
Phone: XXX-XXX-XXXX
Company: COMPANY NAME
Address: 123 STREET NAME, CITY, TX XXXXXX

Fees Paid:
Fee Description AR Number Amount
WATER QUALITY ACT VIOLATIONS (ADMIN PENALTIES) \$10.00

TCEQ Amount: \$10.00

Voucher: 167270
Trace Number: 582EA000131037
Date: 04/09/2024 02:46 PM
Payment Method: CC - Authorization 000TEST123 Voucher Amount: \$10.00 Fee Paid: WATER QUALITY ACT VIOLATIONS (ADMIN PENALTIES) CN Number: CNXXXXXXXXX Customer Name: FIRST LAST Customer Address: 123 STREET NAME, CITY, TX XXXXXX Billing Name: FIRST LAST Billing Address: 123 STREET NAME, CITY, TX XXXXXX Program Area ID: WQ Project Number: XXXXXXX

To print out a copy of the receipt and vouchers for this transaction either click on or copy and paste the following url into your browser:
https://www31st.tceq.texas.gov/epay/index.cfm?fuseaction=cor_search&trace_num_txt=582EA000131037

Thank you for using ePay, TCEQ's electronic payment system!

Example Coupon Portion of Bill

- When making your payment, note that your **Account No.** on the coupon portion of your TCEQ billing statement is the same as the AR Number in ePay.

JUL 22, 24

DETACH THIS PORTION AND RETURN WITH CHECK OR MONEY ORDER PAYABLE TO:

ACCOUNT NO.	BALANCE DUE
XXXXXXXX	10.00

CHECK HERE IF YOUR ADDRESS HAS CHANGED. PLEASE INDICATE ADDRESS CHANGE ON BACK

INVOICES NOT PAID WITHIN 30 DAYS OF INVOICE DATE WILL ACCRUE PENALTIES

FIRST LAST
123 STREET NAME
CITY, STATE XXXXX

0023709216 0033025 00005308770731247