

ePay User Guide for Orders or Field Citations WITHOUT 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.

Enter ePay:

Your Name:
FIRST LAST

E-mail:
email@address.example

Confirm E-mail:
email@address.example

OK

STEP 2

- For orders *without* payment plans, including one-time payments, select “Other” under **Option 3: View List of Fees by Media**.
- You may also enter your Penalty Type listed in the cover letter of your order into the **Fee Name Key Words** box.
- 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: ? 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

- Under “Compliance and Enforcement,” select the **Administrative Penalty** or **Field Citation** type that matches the Penalty Type listed in your order.

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Questions or Comments >>

Shopping CartSelect FeeSearch TransactionsSign Out

Select Fee

Select a Different Media: [AIR](#) [WASTE](#) [WATER](#) [OTHER](#) [VIEW ALL](#)

Please select a fee to pay. If you are paying for a fee for which you have a billing statement or a STEERS Reference number, press Cancel and use Option 1 or 2 to continue.

OTHER

Central Records Services

Other
COPY CENTER CHARGES FOR CENTRAL FILE ROOM RECORDS (NOT PIR)
DATA RETRIEVAL REQUESTS (DATA PROCESSING SERVICES INVOICES)
OPEN RECORDS REQUESTS (PIR COPIES)

Compliance and Enforcement

Administrative Penalty
CLEAN AIR ACT VIOLATIONS (ADMIN PENALTIES)
DRY CLEANING PENALTIES
WASTE DISPOSAL ACT VIOLATIONS (ADMIN PENALTIES)
WATER QUALITY ACT VIOLATIONS (ADMIN PENALTIES)

Field Citation
AIR(INCLUDING OUTDOOR BURNING)-FIELD CITATION
DRY CLEANER-FIELD CITATION
MUNICIPAL SOLID WASTE/MULTIMEDIA(INCLUDES MSW LICENSING)-FIELD CITATION
PETROLEUM STORAGE TANK-FIELD CITATION
QUARRY/AGGREGATE PRODUCTION OPERATIONS-FIELD CITATION
WATER(INCLUDES OCCUPATIONAL LICENSING)-FIELD CITATION

Occupational Licensing

Application
BACKFLOW PREVENTION ASSEMBLY TESTER LICENSE (BPAT)
CUSTOMER SERVICE INSPECTOR LICENSE (CSI)
LANDSCAPE IRRIGATOR/TECHNICIAN/INSPECTOR LICENSE
LPST PROJECT MANAGER LICENSE
MUNICIPAL SOLID WASTE LICENSE (MSW)
OSSF INSTALLER/DESIGNATED REPRESENTATIVE/SITE EVALUATOR LICENSE/APPRENTICE
OSSF MAINTENANCE PROVIDER/TECHNICIAN LICENSE
UST INSTALLER/ON-SITE SUPERVISOR LICENSE
WASTEWATER OPERATOR LICENSE
WATER OPERATOR LICENSE
WATER TREATMENT SPECIALIST LICENSE

Certification
PROVISIONAL CLASS D WASTEWATER OPERATOR (NO HIGH SCHOOL DIPLOMA OR GED)
PROVISIONAL CLASS D WATER OPERATOR (NO HIGH SCHOOL DIPLOMA OR GED)
PROVISIONAL MUNICIPAL SOLID WASTE - MSW (MISSING ONE CORE COURSE OR EXPERIENCE)

Other
OCCUPATIONAL LICENSING TRAINING APPLICATION FEE

Registration
LPST CORRECTIVE ACTION SPECIALIST REGISTRATION
PUBLIC WATER SYSTEM OPERATING COMPANY REGISTRATION
UST CONTRACTOR REGISTRATION
WASTEWATER OPERATIONS COMPANY REGISTRATION

Pollution Control

Other
TIER I POLLUTION CONTROL EQUIPMENT EXEMPTION
TIER II POLLUTION CONTROL EQUIPMENT EXEMPTION
TIER III POLLUTION CONTROL EQUIPMENT EXEMPTION

Water Quality

Other
ADDITIONAL 30 TAC 305.53B WQ NOTIFICATION FEE

Cancel

STEP 4

- Complete the highlighted fields.
 - Note the last four digits of your zip code are not required.
 - Note that the **RN** and **Site Name** are not required.
- Enter your **Program Area ID** as listed on your order or field citation.
 - For *orders*, please enter the Case No. located on your order in the **Project Number** field.
 - For *field citations*, please enter the Field Citation No. listed on your Field Citation.
- Once completed, select "OK."

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Questions or Comments >>

Shopping Cart Select Fee Search Transactions Sign Out

Items marked with an "*" are required. Enter the fee information below, then press OK to add to your shopping cart or Cancel to return to the Home page.

Fee Information

Fee: WASTE DISPOSAL ACT VIOLATIONS (ADMIN PENALTIES)

* Fee Amount: \$ 10.00 (\$ 10.00 to \$1000000000.00)

The information below is necessary to ensure your electronic payment is processed appropriately and credited to the correct entity.

Site Information

RN: RNXXXXXXXX (enter rn + 9 digits)

Site Name: SITE NAME

Customer Information

* CN: CNXXXXXXXX (enter CN + 9 digits)

* Customer Name: FIRST LAST OR ORGANIZATION

* Customer Address: 123 STREET NAME

* City, State, ZIP: CITY TX XXXXX -

Billing Information

* Billing Name: FIRST LAST

* Billing Address: 123 STREET NAME

* City, State, ZIP: CITY TX XXXXX -

Other Information

Program Area: COMPENF

* Program Area ID: ASSIGNED ID NUMBER

* Project Number: XXXXXX

Optional Comments:

OK Cancel

STEP 5

- Review your **Shopping Cart** to ensure the **Fee Description** and **Amount** match your bill.
- Once confirmed, select "Check Out."

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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)		\$10.00	ACH/CC	<input type="checkbox"/>

Total fees for transaction: \$10.00

Select More Fees Update Shopping Cart Check Out

STEP 6

- 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."

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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 7

- 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."

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Questions or Comments >>

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.

Make Payment Cancel

STEP 8

- 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**.”

The screenshot shows the 'Credit/Debit Card' payment page. The header includes the TCEQ logo and 'ePAY • ONLINE PAYMENT APPLICATION'. The form is divided into two main sections: 'Customer Information' and 'Payment Information'.

Customer Information: This section contains fields for Address (FIRST LAST, 123 STREET NAME, CITY, TX XXXXX), Phone Number (XXX-XXX-XXXX), Country (United States), and Email Address (email@address.example). An 'Edit' button is located to the right. A red box highlights the Address and Phone Number fields.

Payment Information: This section contains fields for Credit Card Number, Expiration Month (dropdown), Expiration Year (dropdown), Security Code, and Name on Credit Card. Credit Card Type icons (MasterCard, VISA, DISCOVER, American Express) are shown. A checkbox labeled 'Payment Address is the same as Customer Information' is checked. A red box highlights the Credit Card Number, Expiration Month, Expiration Year, Security Code, and Name on Credit Card fields.

Transaction Summary: A table on the right shows the payment details:

Transaction Summary	
TCEQ ePayment	\$10.48
Texas.gov Price	\$10.48

Need Help? A message states: 'You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.'

At the bottom of the form, there is a 'Cancel' button and a green 'Next >' button, which is highlighted with a red box.

STEP 9

- 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."**

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1 Payment Type 2 Customer Info 3 **Payment** 4 Submit Payment

Payment

Payment Type ✓

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 ✓ [Edit](#)

Credit Card: American Express ****XXXX, Exp. 05/2025
Name on Credit Card: FIRST LAST

Verification: ✓ I'm not a robot [reCAPTCHA](#)

[Cancel](#) [Submit Payment](#)

Transaction Summary

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

Need Help?
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

STEP 10

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

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
ePAY • ONLINE PAYMENT APPLICATION

Questions or Comments >>

[Shopping Cart](#) [Select Fee](#) [Search Transactions](#) [Sign Out](#)

Your transaction is complete. Thank you for using TCEQ ePay.

Note: It may take up to 3 working days for this electronic payment to be processed and be reflected in the TCEQ ePay system. Print this receipt and the vouchers for your records. An email receipt has also been sent.

Transaction Information

Trace Number: 582EA000131037
Date: 04/09/2024 02:46 PM
Payment Method: CC - Authorization 000TEST123
ePay Actor: ENFORCEMENT TEST
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

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

Cart Items

Click on the voucher number to see the voucher details.

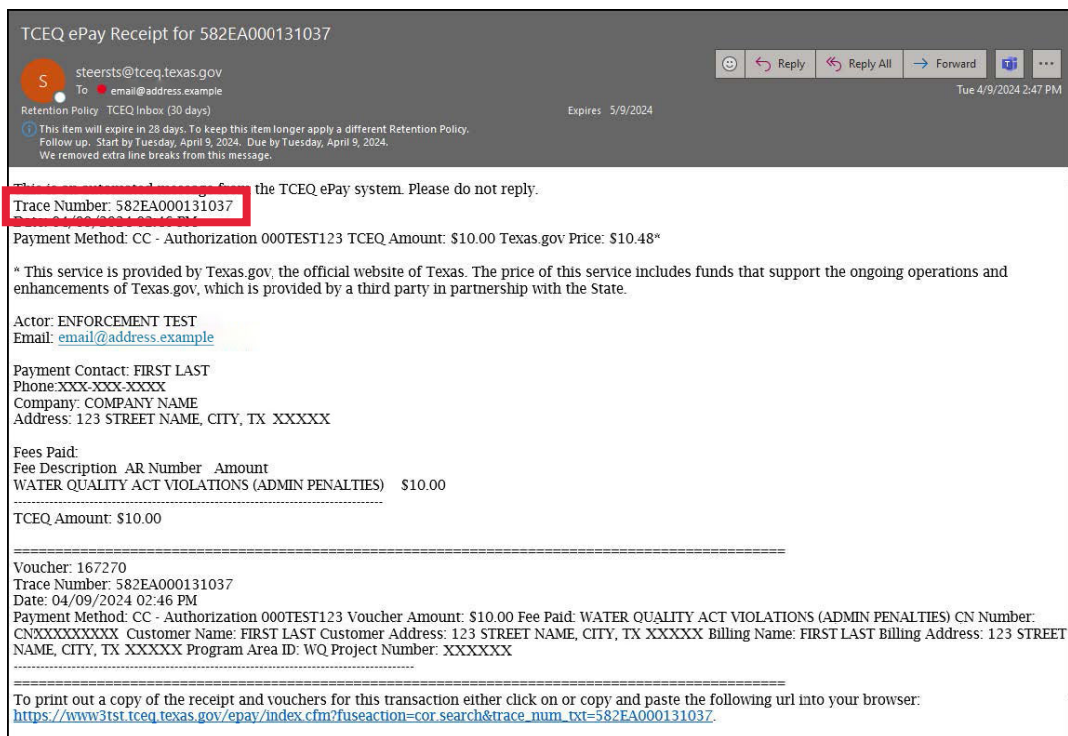
Voucher	Fee Description	AR Number	Amount
167270	WATER QUALITY ACT VIOLATIONS (ADMIN PENALTIES)		\$10.00
TCEQ Amount:			\$10.00

[ePay Again](#) [Exit ePay](#)

Note: It may take up to 3 working days for this electronic payment to be processed and be reflected in the TCEQ ePay system. Print this receipt for your records.

STEP 11

- This is an example of the e-mail receipt you should receive from steerstst@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.



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