Navigating from the SUNSS Application to ePay and Finalizing the Registration Process

1) After completing the SUNSS application, go to the TCEQ ePay application. Click the “Go to TCEQ ePay” button at the bottom of the page.

2) The TCEQ ePay website will open. The registration fee automatically loads into the shopping cart. Click the “Check Out” button to complete the purchase.

On the ePay site, customers will provide payment information and submit payment. Upon completion, the customer should return to SUNNS to finalize the application process.

- - Continued next page - -
3) To return to SUNNS, the customer must click on the “Return to SUNSS” button.

4) After returning to SUNNS, the customer must select the record by clicking the check box, and then click on the “Update Paid Status” button.

The "Approval Status" will update to "Complete" when you have finished the registration process. TCEQ will mail your decal via USPS and you should receive the decal within 7-10 days.
For Customers Who Logoff or Terminate SUNSS Application Session Before Paying

If customers *logoff* or *terminate* their SUNSS application session before paying, customers should re-enter SUNSS prior to using ePay.

1) First, the customer must login to SUNSS using the *same name* and *same email address* used during their previous session.

2) Customer must re-select the intended application and then the customer will be transferred to the ORBPS Work Area.

3) To finalize the application and proceed to ePay, the customer must select the record by clicking the *check box*, then click on the “*Pay Selected*” button. Customer will then be redirected to the Transfer to TCEQ ePay Page.

For next steps, refer to Step 1 on the first page.