



Make a Payment for an Application

EEA ePLACE Instructions



EEA ePlace Portal

General Navigation

- ❑ Click  button to move to the next page.
- ❑ Any field with a red asterisk (*) is required before you continue to the page.
- ❑ Click  button to save your work and resume later.
- ❑ Click on the tool tips  where applicable to get more details.
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



Selecting the Payment Option

As a part of application submission, the system will take you to the fee page, both online payment and pay by mail options are available

Note - Online payment will require a service charge

Click the appropriate box to continue

DEP Applications

AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application

1	2	3	4	5 Documents	6 Signatory Authority	7 Review	8 Pay Fees	9 Application Submitted
---	---	---	---	-------------	-----------------------	----------	------------	-------------------------

Step 8: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
LPA Fuel Emission Application Fees	\$645.00
Total Fees	\$645.00

Pay Online »

Pay by Mail »



Pay Online

- ☐ If you choose “Pay Online”, you will be brought to this screen
- ☐ Provide all payment and billing information
- ☐ Accept the terms and conditions and click submit
- ☐ You will be e-mailed a receipt.
- ☐ The application will be submitted to the Agency

Billing Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01 2018

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☒ I Accept

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



Application Submission Successful!


- ❑ When the online payment is completed successfully, the Record ID page will be displayed
- ❑ Note: Use this number to track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications

DEP Applications

AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application

1	2	3	4	5 Documents	6 Signatory Authority	7 Review	8 Pay Fees	9 Application Submitted
---	---	---	---	-------------	-----------------------	----------	------------	-------------------------

Step 9: Application Submitted

 Successfully Completed.

Thank you for using our online services.
Your Record Number is 23-AQ01F-0003-APP.

You will need this number to check the status of your application.



Pay by Mail

- ☐ If you choose “Pay by mail”

- ☐ Check your email for instructions

- ☐ **Note** - Your application will not be reviewed until payment is received

- ☐ Please note – If you decide to pay online, you can access the payment link. Go to [Slide 7](#) for instructions

Payment online: If you have paid online by credit or ACH you will receive an additional notification from the epayment vendor that your payment is complete. Review of your application will begin. That notification will include a Reference ID # for your records.

Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 20-WM05-0047-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.



How to make a payment via PAY FEES DUE link

- ❑ If your application is assessed with additional fees, you can pay online by logging into your account in EEA ePLACE using your username/ password - [Mass.gov Licensing and Permitting Portal](https://www.mass.gov/EEA-ePLACE-portal)

- ❑ Click on the “My Records” tab



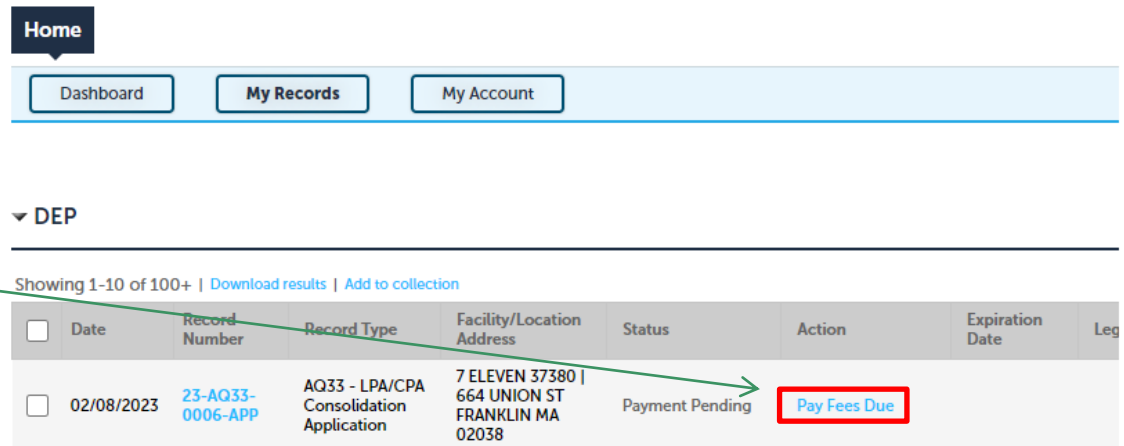
EEA ePlace Portal

This screenshot shows the login page of the EEA ePLACE Portal. At the top, there are links for "Announcements", "Accessibility Support", "Register for an Account", "Reports (4)", and "Login". Below these is a "Home" button and an "Advanced Search" dropdown. The main content area has a "Welcome to the Commonwealth of Massachusetts EEA ePLACE Portal" heading, followed by a paragraph about the portal's purpose. A green arrow points from the text "logging into your account" in the first list item to the login form. The login form includes fields for "User Name or E-mail:" and "Password:", a "Login >" button, and links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account".

This screenshot shows the user dashboard after logging in. At the top, there are buttons for "Dashboard", "My Records", and "My Account". A green arrow points from the text "Click on the 'My Records' tab" in the second list item to the "My Records" button. Below the navigation bar, the user is greeted with "Welcome JANE DOE" and "You are now logged in to the Commonwealth's EEA ePlace Portal." A section titled "What would you like to do?" lists three options: "New License, Permit, Certificate, Notification or Registration" (with a "Click Here" link), "Renew License, Permit, Certificate or Registration" (with a note to select "My Records" above), and "Amend License, Permit, Certificate or Registration" (with a note to select "My Records" above). On the right side, there is a large blue button labeled "File an Online Application".

Accessing Payment Link on the Application Record

- ☐ The Application Record will be listed
- ☐ Select “Pay Fees Due” link
- ☐ The system will take you to the Fee Page, where you can select the payment option
- ☐ Follow instructions from page 3 – 6 to complete your payment accordingly



Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date	Leg
<input type="checkbox"/>	02/08/2023	23-AQ33-0006-APP	AQ33 - LPA/CPA Consolidation Application	7 ELEVEN 37380 664 UNION ST FRANKLIN MA 02038	Payment Pending	Pay Fees Due		



Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: ePLACE_helpdesk@state.ma.us

For other instruction documents, please visit the link below
[Energy and Environmental Affairs ePLACE Portal Documents](#)



EEA ePlace Portal