# **Air Quality – Fee Maintenance**

# **Quick Pay Invoice Payment**

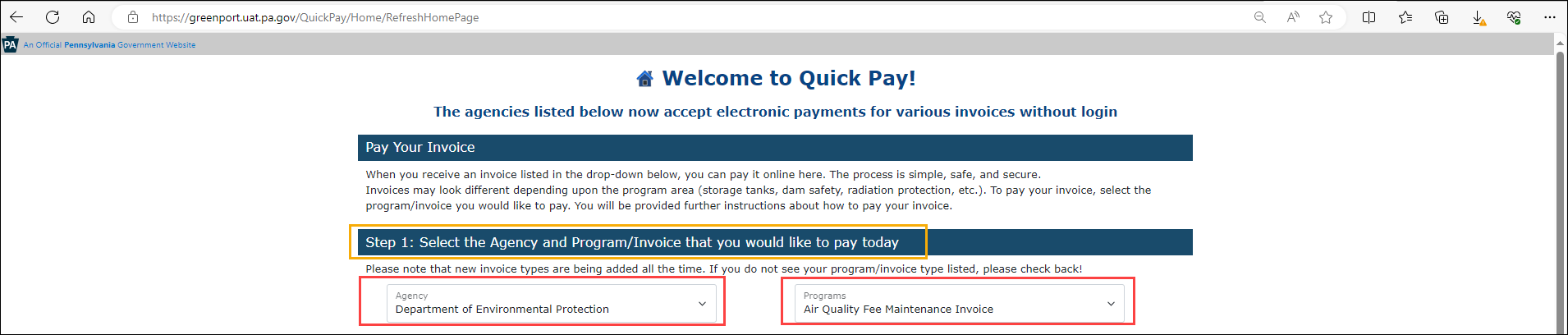
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| Prepared by: | Business Support Services |
| Version: | 1 |
| Date: | October 17th, 2023 |

Here is a link to the Bureau of Air Quality SharePoint for a short video on how to make an invoice payment.

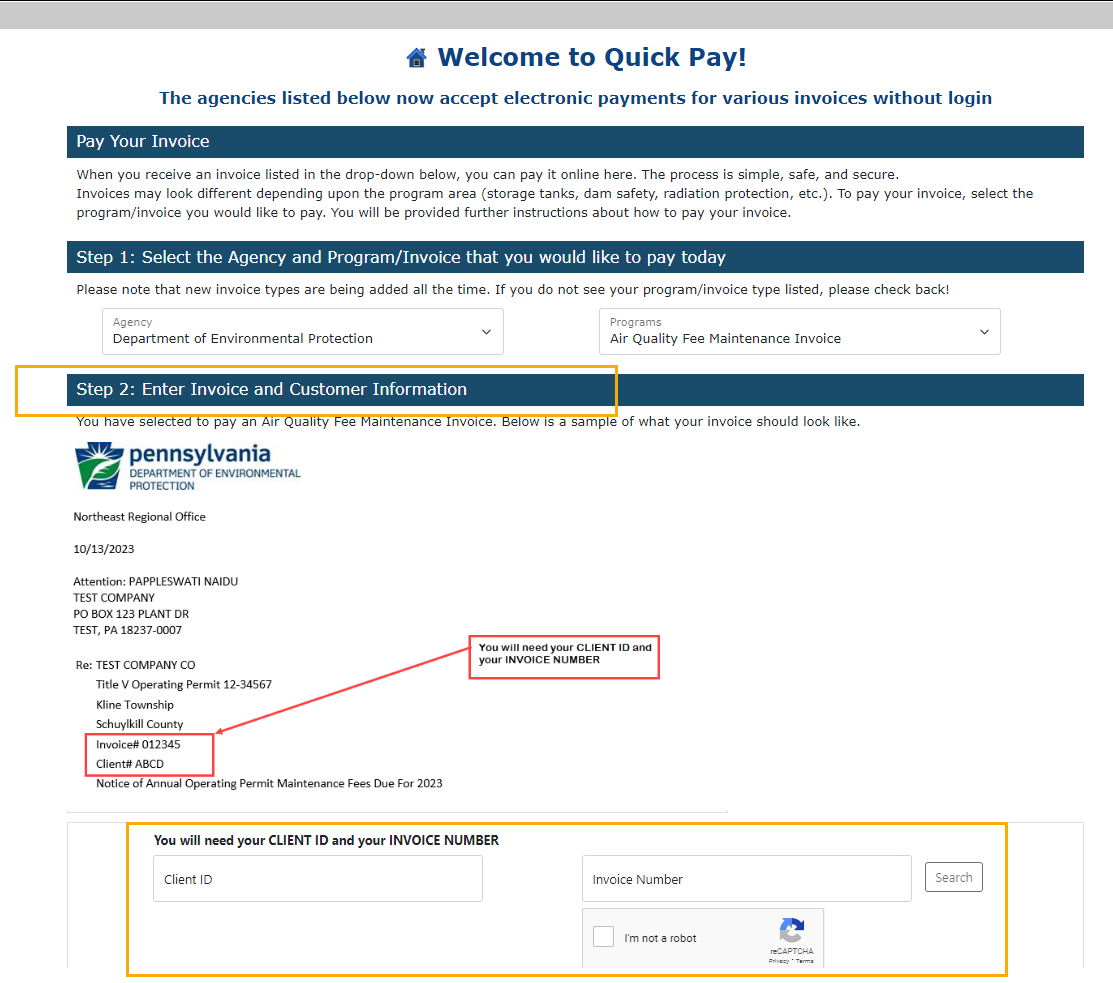
Link – [Quick Pay - AQ Fee Maintenance Making an Invoice Payment .mp4](https://pagov-my.sharepoint.com/:v:/r/personal/c-stacegri_pa_gov/Documents/e-permitting/Air%20Quality/Video/Quick%20Pay%20-%20AQ%20Fee%20Maintenance%20Making%20an%20Invoice%20Payment%20%20.mp4?csf=1&web=1&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJPbmVEcml2ZUZvckJ1c2luZXNzIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXciLCJyZWZlcnJhbFZpZXciOiJNeUZpbGVzTGlua0RpcmVjdCJ9fQ&e=PMFdKc)

**The Steps to Make a Payment Using Invoice**

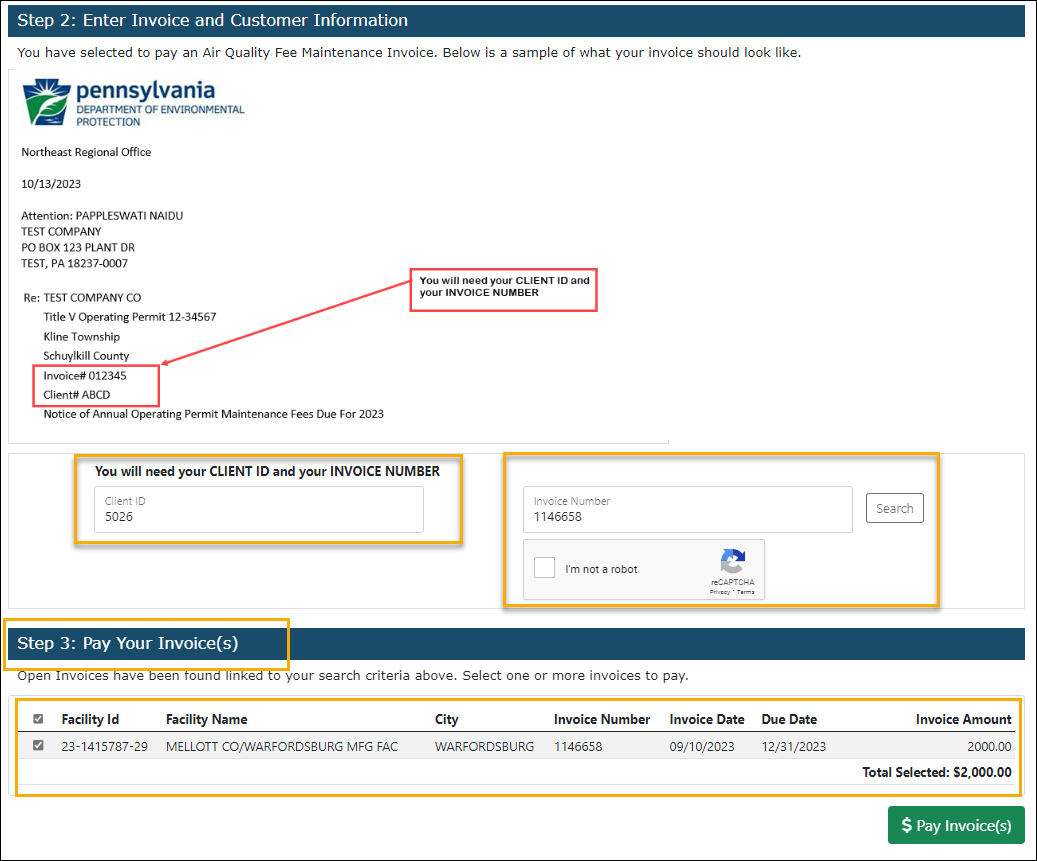
1. Access the Quick Pay link [Quick Pay - Home Page - Quick Pay](https://greenport.pa.gov/QuickPay).
2. The Welcome page includes Step 1 to make the payment stating, “Step 1: Select the Agency and Program/Invoice that you would like to pay today”.
3. Select the Agency “Department of Environmental Protection” and Program “Air Quality Fee Maintenance Invoice” from the dropdown.



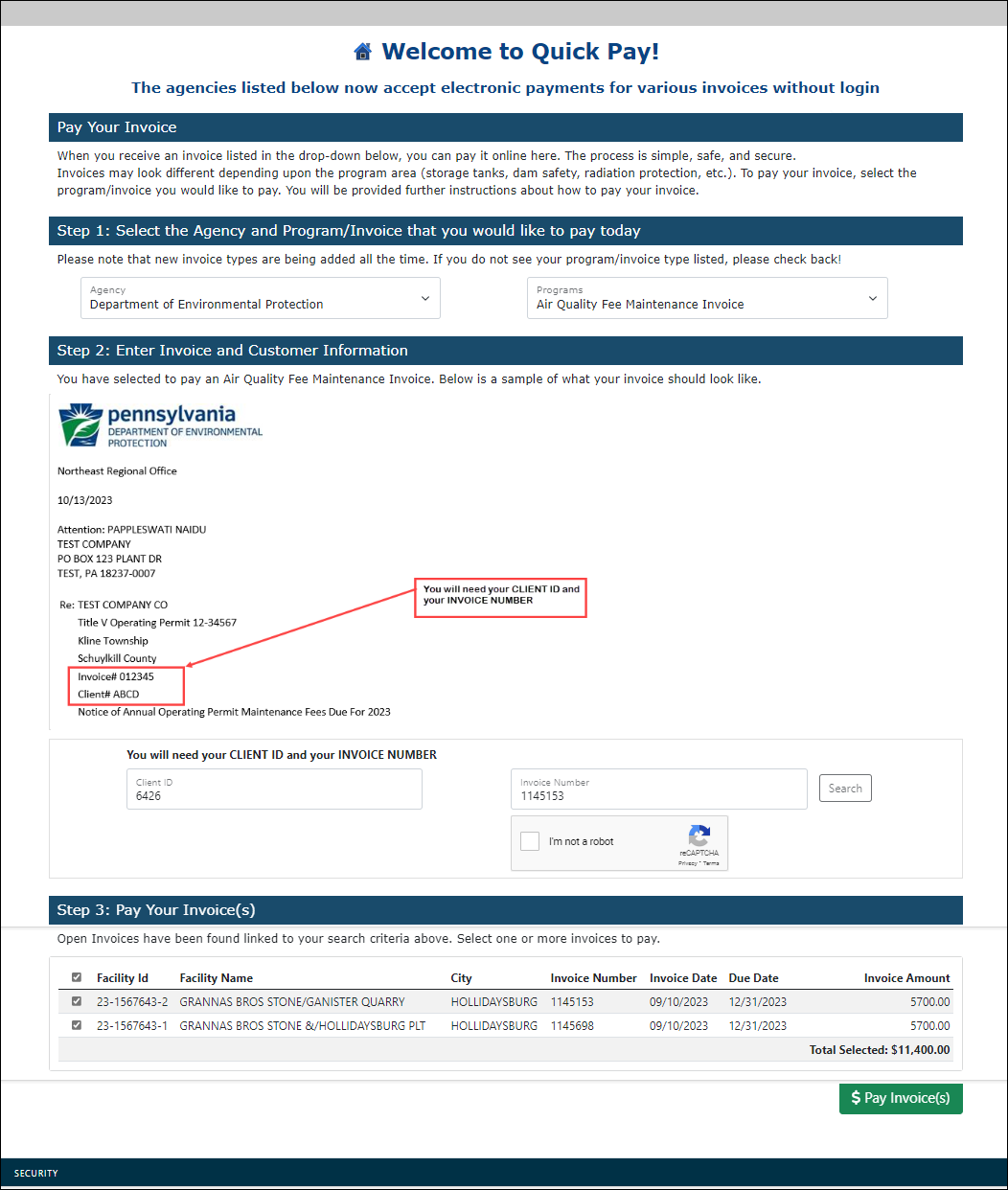
1. Step 2 will display the small template of the Invoice that was sent to the customer/facility, highlighting the Client and Invoice number.
2. Enter your Client ID number and Invoice number in the respective boxes, click on the verification captcha “I am not a robot and perform the required validation”
3. Click on Search.



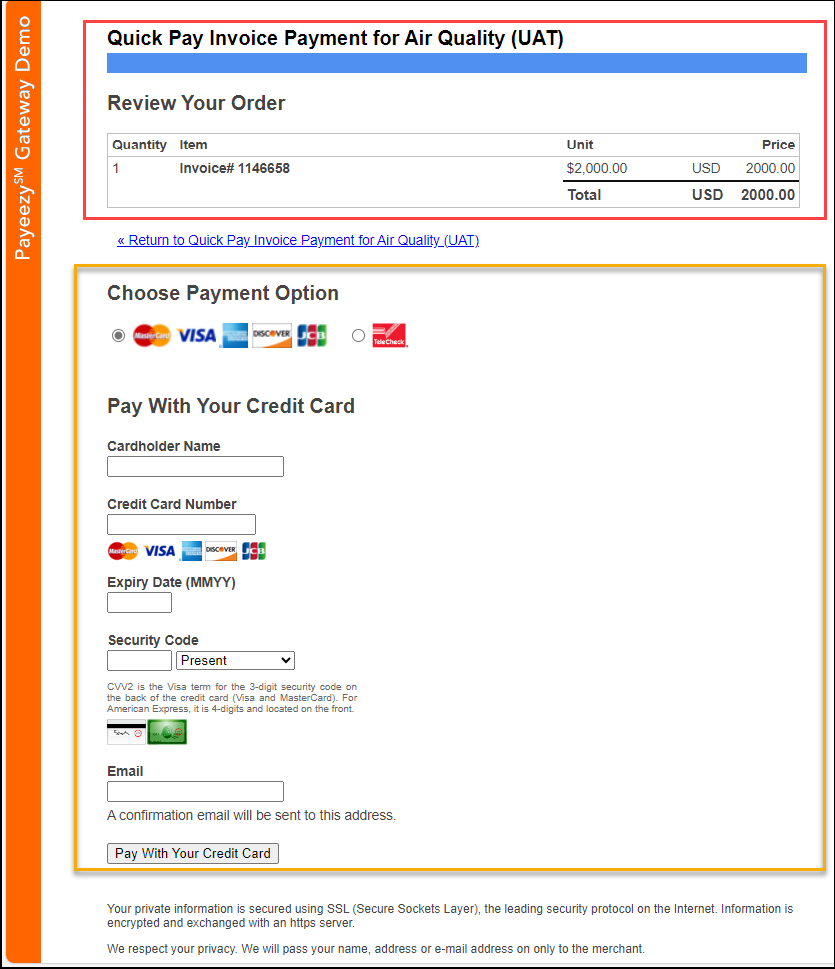
1. Step 3 with the Client details grid will display. Note – For the clients with multiple facilities/pending invoices will show all the invoices that need to be paid.
   1. Single Invoice -



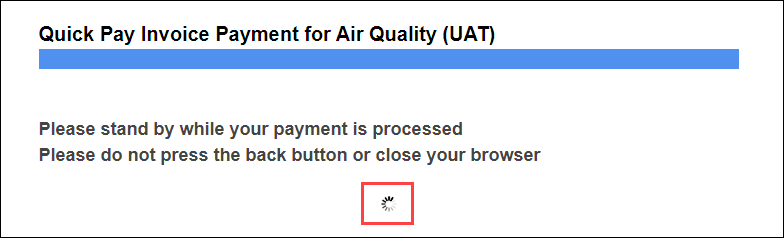
* 1. Multiple Invoices



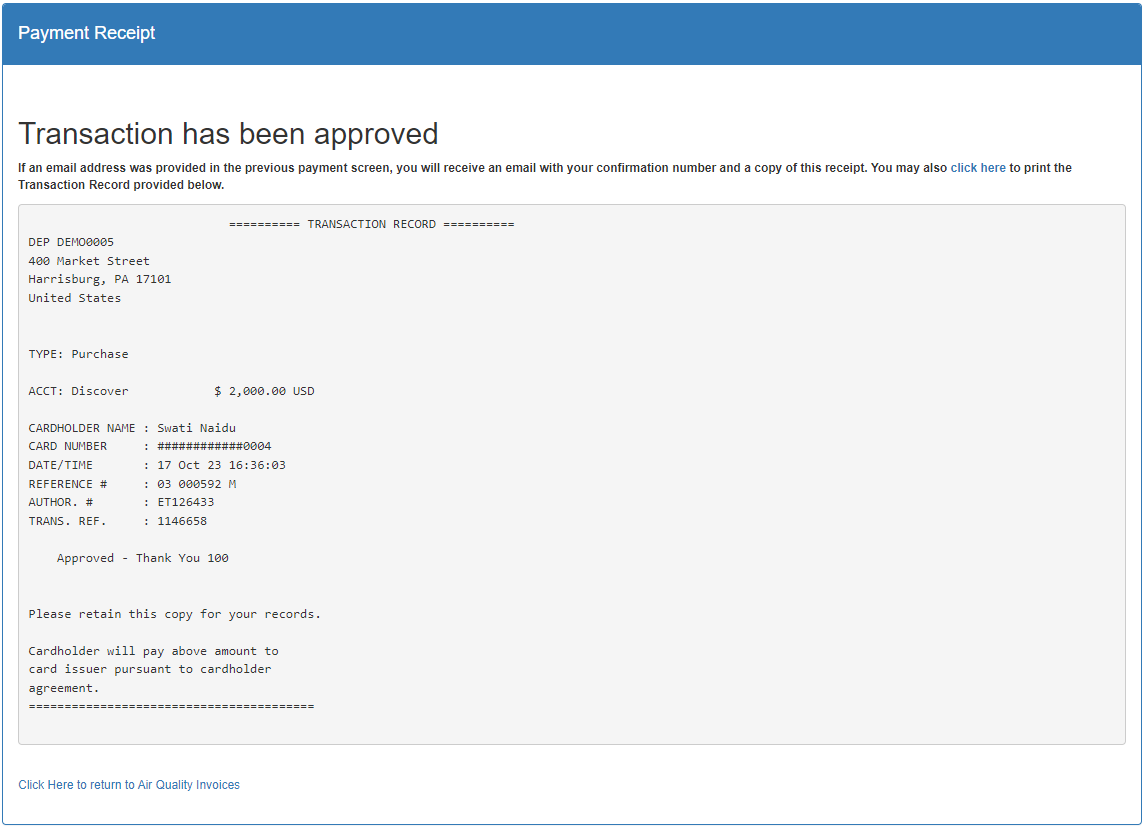
1. Click on Pay Invoice.
2. The System will direct to the First Data - Payeezy payment platform. Note that the Payeezy screen will include a review section with the invoice number and the invoice amount.
3. Enter the payment information. (Credit Card or Telecheck). The email that is entered on this page will receive the Payeezy payment receipt.
4. If it’s a credit card payment, click on pay with your Credit Card. If it’s a Telecheck payment, click on the Proceed to Consent page.



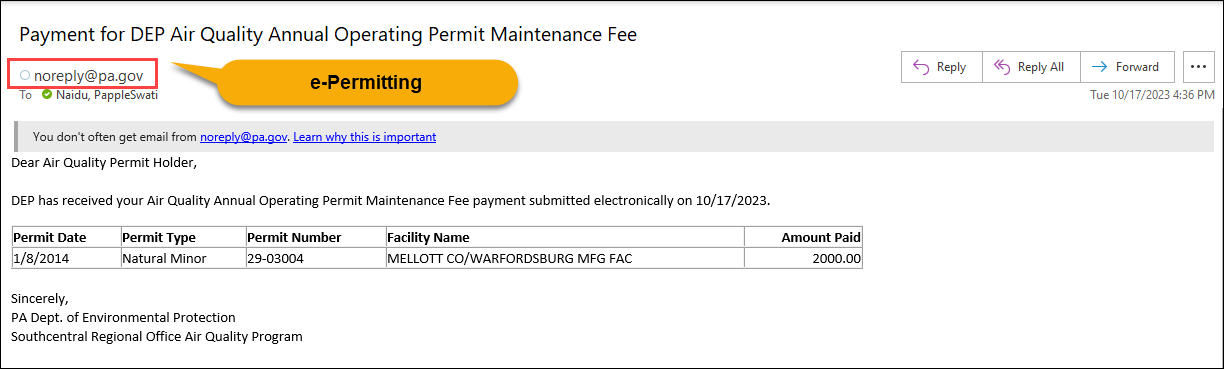
1. During the payment processing, users will see the below spinning screen.



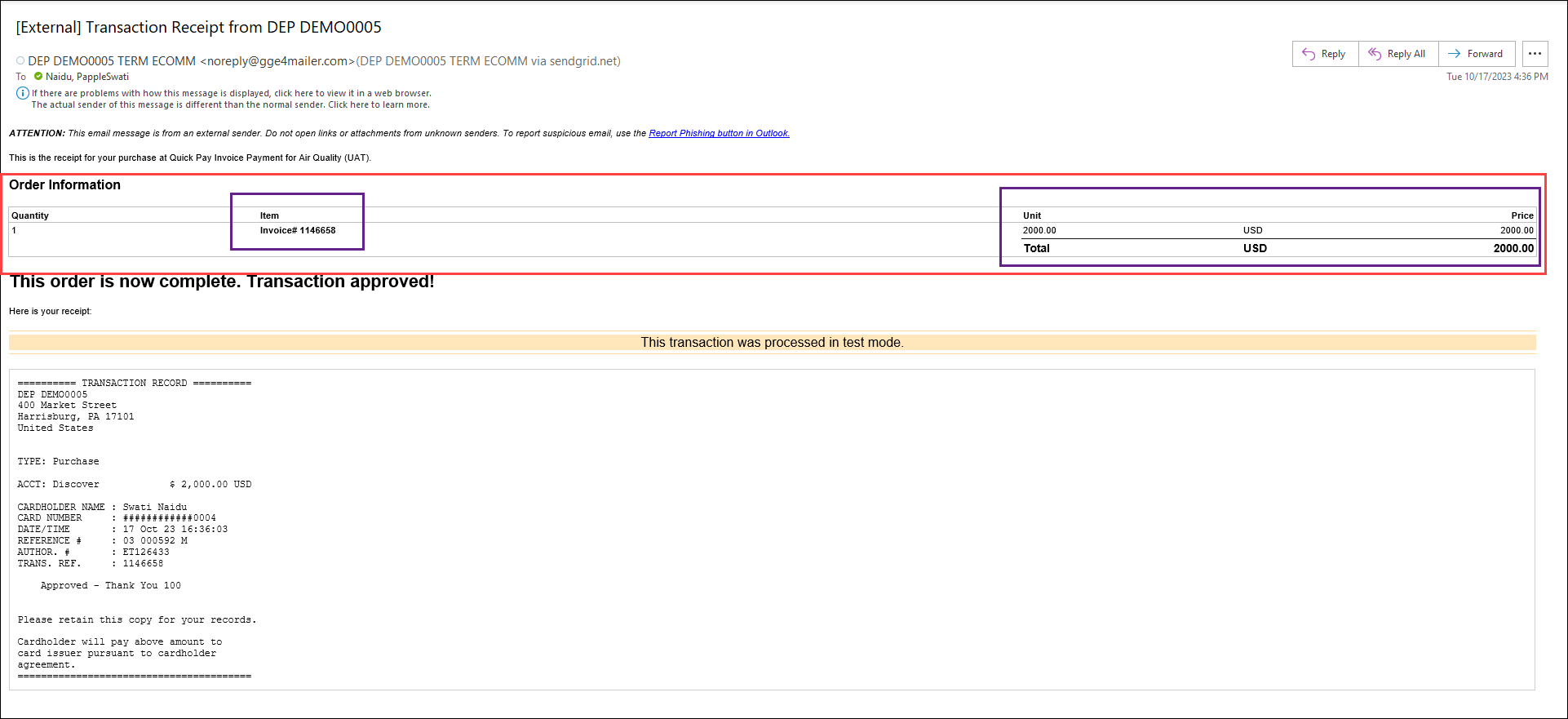
1. Once the payment is complete, a payment receipt will appear.



1. Email confirmations are sent in 2 ways based on what email has been provided -
2. E-Permitting Receipt.



1. Payeezy Receipt.



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