Selective Report Submittal and Application Fees may now be paid electronically by e-Check or Credit Card. Once the Department receives the complete administrative submission of forms, applications, and documents and performs an administrative review, an automatic email will be sent with an invoice number to the consultant and/or the fee billing contact.

The following instructions explain how to pay a bill online using an e-Check or Credit Card.

Go to the web site [http://www.nj.gov/dep/online/](http://www.nj.gov/dep/online/).

Click on the link for “Pay a Paper Invoice.”
Enter the **Invoice Number** listed on the automatic email sent to the consultant and/or the fee/billing contact. Please note that you will not receive an actual paper invoice but an invoice number via email to complete the transaction.

Click **Continue**.
You will be able to ‘Pay a Paper Invoice’ via e-Check or Credit Card. Select the desired payment method and enter the required information.

**E-Check Note:** When entering the account number in the appropriate field, please double check the entry to avoid mistakes as the Department has detected errors that result in bounced checks.

*Please note that while paying by e-Check is free of transaction charges, payment by Credit Card has a convenience fee of 2.3% for the amount being charged + $0.50. As an example, if the NJDEP fee is $350.00, the total charge will be $358.55 (convenience fee = $8.55).*

![Payment Process Diagram]