

Paying Initial License Invoices:

IT MAY TAKE UP TO 10 DAYS AFTER PASSING YOUR EXAM FOR AN INVOICE TO BE CREATED. YOUR LICENSE WILL BE ACTIVATED AFTER YOU HAVE PAID THE INITIAL LICENSE FEE.

Below is an example of where you can find your invoice number and license number on the invoice you received in the mail.

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**SEWAGE & WATER LICENSES**

**INVOICE NO.**  
 240000444

<b>Program Interest</b>	<b>Type of Notice</b>	<b>Amount Due</b>
DEPT. OF ENV. PROT 401 E. STATE STREET Trenton, NJ 08625 <b>APPLICATION999999</b>	ORIGINAL (NON-INITIAL)	\$50.00
	<b>Billing Date</b>	<b>Due Date</b>
	5/30/24	6/29/24
	<b>NJEMS Bill ID</b>	
	000000222200111	

Invoice Number

Summary	
Total Amount Billed	\$50.00
Amount Received Before Creating Installment Plan (if installment plan is allowed)	\$0.00
Amount Transferred to Installment Plan	\$0.00
Installment Amount	\$0.00
Total Amount Credited	\$0.00
Total Amount Debited (Other Than Amounts Assessed)	\$0.00
<b>Total Amount Due</b>	<b>\$50.00</b>

With the information you get from your paper invoice, you can pay online at:  
[https://www9.state.nj.us/DEP\\_RSP/Orchestrator.do?initiate=true&orchestrationId=NJDEP-EL-PayInvoice&service\\_category\\_id=30&service\\_class\\_id=109](https://www9.state.nj.us/DEP_RSP/Orchestrator.do?initiate=true&orchestrationId=NJDEP-EL-PayInvoice&service_category_id=30&service_class_id=109)

**INVOICE SELECTION**

**IMPORTANT** As of July 1, 2015, the New Jersey Department of Environment offer electronic check (eCheck/EFT) and Bill Me Later (available on some s

As of August 10, 2022, the convenience fee is 2.3% of the amount being c  
**separate Service Fee line item representing the credit card conven**

Please enter the invoice number and the Program Interest ID (license) nur

The invoice number can be found on the top of the bill and the program in

Please note that the invoice number is 9 digits long. Be sure to enter the €

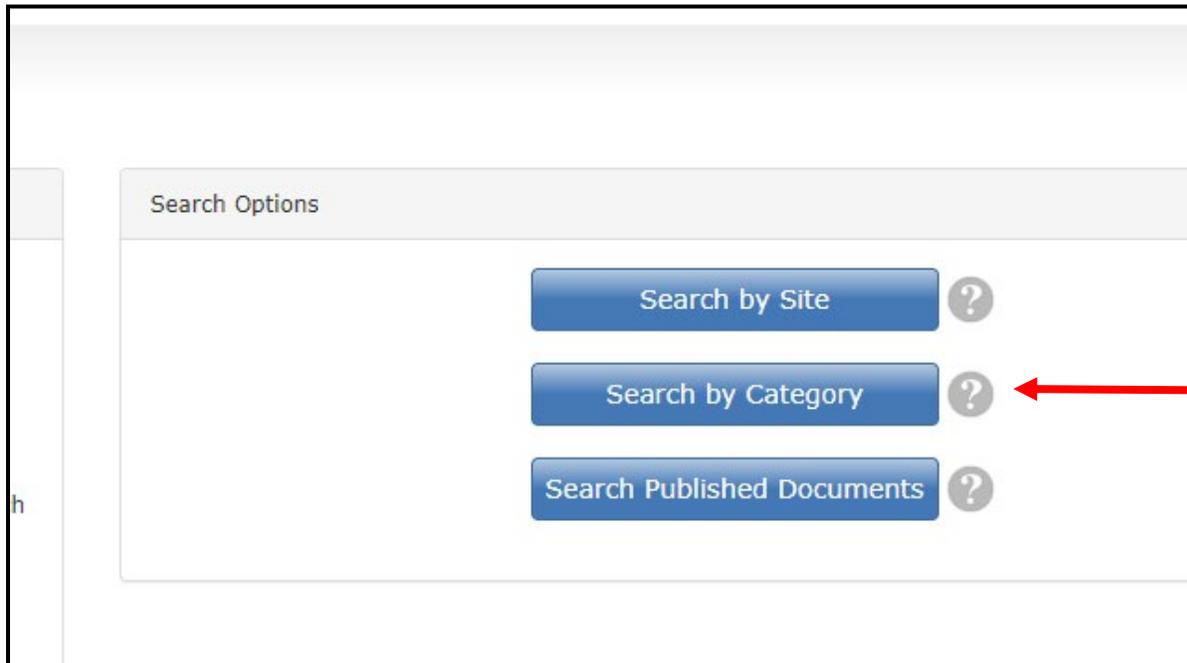
Also, if there are any letters in the license number, make sure they are en

\* **Invoice Number:**

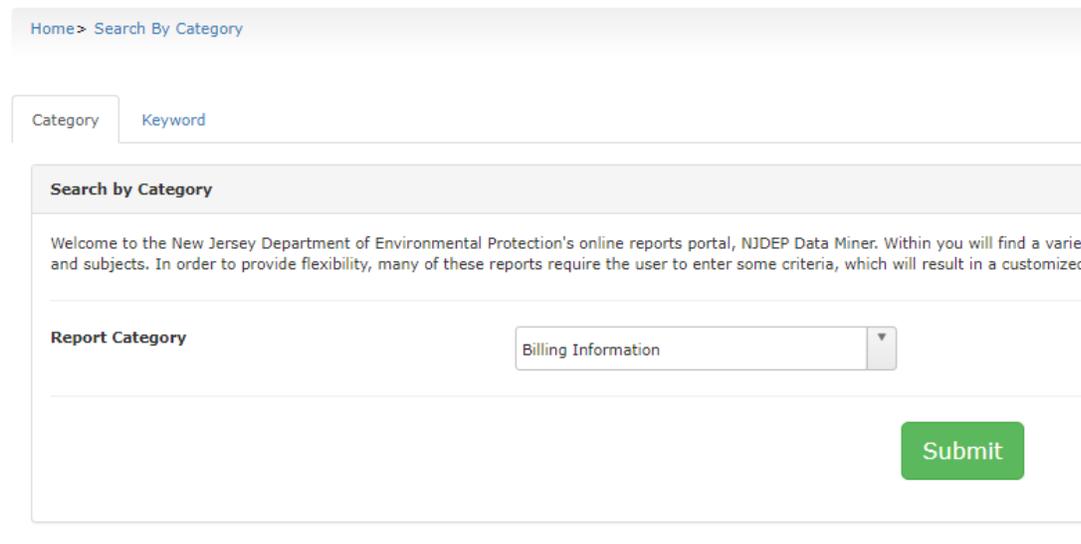
\* **Program Interest (License) #:**

\* *Required*

If you do not have your paper invoice and want to look it up, then go to <https://njems.nj.gov/DataMiner/#> . Click on the Search by Category button (see below).



Then select Billing Information from the Report Category dropdown field and click on the Submit button (see below).

A screenshot of the "Search by Category" form. At the top left, there is a breadcrumb trail: "Home > Search By Category". Below this, there are two tabs: "Category" (selected) and "Keyword". The main form area has a title "Search by Category" and a welcome message: "Welcome to the New Jersey Department of Environmental Protection's online reports portal, NJDEP Data Miner. Within you will find a variety of reports and subjects. In order to provide flexibility, many of these reports require the user to enter some criteria, which will result in a customized report." Below the message is a "Report Category" label and a dropdown menu. The dropdown menu is open, showing "Billing Information" as the selected option. At the bottom right of the form, there is a green "Submit" button.

Click on the Outstanding Bills Report at the bottom of the screen (see below).

Welcome to the New Jersey Department of Environmental Protection's online reports portal, NJDEP Data Miner. Within you will find a variety of environmental media and subjects. In order to provide flexibility, many of these reports require the user to enter some criteria, which will result in a report.

**Report Category**

### Billing Information

The Billing Information category contains reports to provide various information on invoices issued to the regulated community from within the state (to Collections, Closed, Canceled, etc.), as well as payments made to the invoice and monies withdrawn from the invoice (withdrawals may be done through the Outstanding Bills report, a PDF invoice replica of the invoice can be generated, saved and used to make payment).

- [▶ Invoice Status Report](#)  
This report will provide you with the current status of one or more invoices and show any payments made to or withdrawn from the invoice, if applicable.
- [▶ Outstanding Bill Search by Site](#)  
Please note that you need a Program Interest Id Number to run this report. If you do not know the ID number, please run the FIND YOUR PROGRAM INTEREST NUMBER report. This report identifies all outstanding bills for a site and information for paying bill online and allows generation of an invoice for payment.
- [▶ Outstanding Bills Report](#) ←   
This report lists outstanding bills by program interest.

From the dropdown, select **Water Supply** (for T, W or VSWS licenses) or select **Water Quality** (for C, N or S licenses) and enter the Program Interest Number. This will start with the word APPLICATION followed by numbers. Enter the word APPLICATION (in all CAPS) followed by the numbers with no spaces and then click Submit (see below).

**Outstanding Bills Report - Report Criteria**

This report lists outstanding bills by program interest.

Enter Program Interest Number:

Select Program:

View Report by Pages

On the next screen you will see a link to the Invoice number. If you click on the invoice number, this will bring up a copy of your Initial license invoice.

[JOHN B. DOE- \(APPLICATION999999\)](#)

APPLICATION999999

W2 WATER DISTRIBUTION LICENSE

Invoice Number	Activity	Status	Billed	Received	Outstanding	Assessment Type	Comments
<a href="#">240000444</a>	ELA230001	Open (Pending Payment)	\$50.00		\$50.00	FEE(Initial License)	THIS ASSESSMENT WAS CREATED BY THE ASSESSMENTS TRIGGER.

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<b>Total Amount Due</b>		<b>\$50.00</b>	

You can use the Invoice number and your Program Interest Number to pay the initial license fee online. Click the below link to pay online:

[https://www9.state.nj.us/DEP\\_RSP/Orchestrator.do?initiate=true&orchestrationId=NJDEP-EL-PayInvoice&service\\_category\\_id=30&service\\_class\\_id=109](https://www9.state.nj.us/DEP_RSP/Orchestrator.do?initiate=true&orchestrationId=NJDEP-EL-PayInvoice&service_category_id=30&service_class_id=109)

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\* **Invoice Number:**

\* **Program Interest (License) #:**

\* *Required*

Once you enter the Invoice Number and Program Interest (License) #, the NJDEP Online payment portal allows you to review/update your contact information, then make a payment via a credit card or e-Check.

**If you pay online you can ignore the invoice(s) in the mail.**