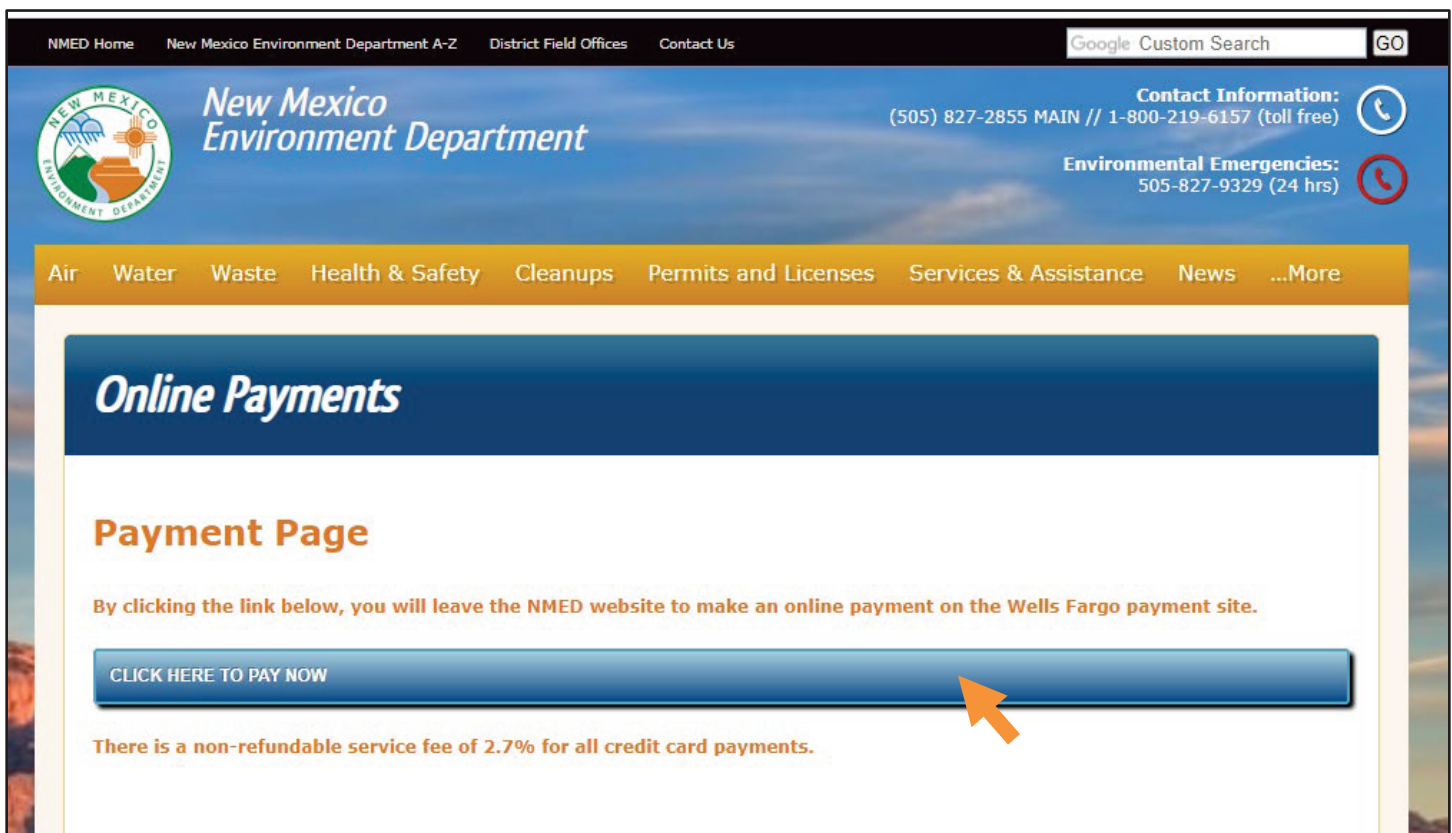




## Using the Wells Fargo Payment Site

### Log into Wells Fargo Payment Site

1. You will receive an email from NMED with a link or you can click here: <https://www.env.nm.gov/online-payments/payment-page/> Click on "Click Here to Pay Now" to go to the payment portal.





OFFICE OF INFORMATION TECHNOLOGY HELPDESK  
NM ENVIRONMENT DEPARTMENT  
STANDARD OPERATING PROCEDURE

2. The page opens in the “Login” tab, so if you haven’t enrolled in the payment portal, you need to click on the “Pay Now” tab. It will go from asking for Login ID and Password to asking for Email and Zipcode.

This screenshot shows the "Login" tab selected in the New Mexico Environment Department portal. The "PAY NOW" tab is highlighted with an orange arrow. The form fields for "Login ID" and "Password" are visible, along with a "Login" button. Links for "Forgot your Login ID?" and "Password Help?" are also present.

New Mexico Environment Department

LOGIN PAY NOW

Login ID

Password

[Forgot your Login ID?](#) [Password Help?](#)

This screenshot shows the "Pay Now" tab selected in the New Mexico Environment Department portal. The "LOGIN" tab is highlighted with an orange arrow. The form fields for "Email Address" and "Zip Code" are visible, along with a "Pay Now" button. A small eye icon is visible next to the "Zip Code" field.

New Mexico Environment Department

LOGIN PAY NOW


Email Address

Zip Code



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NM ENVIRONMENT DEPARTMENT  
STANDARD OPERATING PROCEDURE

3. Enter your email and zipcode, click the green “Pay Now” button, and you are logged into your account.



New Mexico  
Environment Department

HomePay My Bills

Exit

Home

Email Address

john.smith@gmail.com

3 Invoices

[View all Items](#)

Amount Due

\$80.00

Payment Amount

\$80.00

Payment Method

[Add A Payment Method](#)

Pay Date

6/22/2020

Pay All

MESSAGES

View

Thank you for your payment.

Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Enroll Today



## Review your Invoice

4. Where it lists the number of invoices, click on the link to “View all Items”.

New Mexico Environment Department

Home Pay My Bills

Home

Email Address

john.smith@gmail.com

3 Invoices

[View all Items](#)

Amount Due \$80.00

Payment Amount \$ 80.00

Payment Method [Add A Payment Method](#)

Pay Date 6/22/2020

Pay All



OFFICE OF INFORMATION TECHNOLOGY HELPDESK  
NM ENVIRONMENT DEPARTMENT  
STANDARD OPERATING PROCEDURE

5. You'll see all your unpaid invoices listed with a blue icon on the right. Click on that icon to view the invoice.

**Pay My Bills**

Date Due  [Advanced Search](#)

**UNPAID AND PARTIALLY PAID** [HISTORY](#) [Hide Account Groupings](#) [Export](#)

Total Balance: \$80.00

Invoice Date	Date Due	Invoice Number	Amount Due	Payment Amount	
Email Address john.smith@gmail					
4/18/2020	7/03/2020	16	20.00	20.00	
4/17/2020	7/02/2020	15	10.00	10.00	
4/16/2020	7/01/2020	14	50.00	50.00	

**MESSAGES** [View](#)

For customer service please contact 505-827-0009.

**PAYMENT SUMMARY**

0 Invoices **\$0.00**

Total Payment [Calculate](#)

[Remove All](#)

**Payment Method**

[Add A Payment Method](#)

**New Mexico Environment Department**

John Smith  
123 Oak Street  
Santa Fe, NM 87505

State of New Mexico Environment Department  
PO Box 5469  
Santa Fe, NM 87502

Field	Value
Email Address	john.smith@gmail.com
Amount Due	\$20.00
Invoice Number	16
Invoice Date	4/18/2020
Date Due	7/03/2020
Item Description	Exam Fee
Item Amount	20

[Print](#) [Close](#)



## Pay by ACH using your Bank Account

1. Where it lists the number of invoices, click on the link to “View all Items”.

New Mexico Environment Department

Home Pay My Bills

Home

Email Address  
john.smith@gmail.com

3 Invoices  
[View all Items](#)

Amount Due  
\$80.00

Payment Amount  
\$ 80.00

Payment Method [Add A Payment Method](#)

Pay Date  
6/22/2020

[Pay All](#)

2. Click the check marks to select the invoice, or multiple invoices, that you would like to pay.

New Mexico Environment Department

Home Pay My Bills [Exit](#)

Pay My Bills [Date Due](#) [Advanced Search](#)

[UNPAID AND PARTIALLY PAID](#) [HISTORY](#) [Hide Account Groupings](#) [Export](#)

Total Balance: \$80.00

<input type="checkbox"/>	Invoice Date	Date Due	Invoice Number	Amount Due	Payment Amount	
<input checked="" type="checkbox"/>	4/18/2020	7/03/2020	16	20.00	20.00	<a href="#">ISO</a>
<b>Fund</b> 12100						
<b>Department Code</b> 8080000000						
<b>Account</b> 66700						
<b>Subaccount</b>						
<b>Department ID</b>						
<input type="checkbox"/>	4/17/2020	7/02/2020	15	10.00	10.00	<a href="#">ISO</a>
<input type="checkbox"/>	4/16/2020	7/01/2020	14	50.00	50.00	<a href="#">ISO</a>

**MESSAGES** [View](#)

For customer service please contact 505-827-0009.

**PAYMENT SUMMARY**

1 Invoice \$20.00

Total Payment [Calculate](#)

[Remove All](#)

Payment Method [Add A Payment Method](#)

Pay Date  
6/22/2020

Payments confirmed before Monday, June 22, 2020 6:00 PM MT will be posted on Monday, June 22, 2020. Payments confirmed after Monday, June 22, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.

[Cancel](#) [Continue to Payment](#)



OFFICE OF INFORMATION TECHNOLOGY HELPDESK  
NM ENVIRONMENT DEPARTMENT  
STANDARD OPERATING PROCEDURE

3. Click on “Add a Payment Method”

The screenshot shows the 'Pay My Bills' interface for the New Mexico Environment Department. The main section displays a table of unpaid bills with columns for Invoice Date, Date Due, Invoice Number, Amount Due, and Payment Amount. A total balance of \$80.00 is shown. On the right, a 'PAYMENT SUMMARY' section shows a total payment of \$20.00. Below this, the 'Payment Method' section has a dropdown menu with the option 'Add A Payment Method' highlighted by an orange arrow. Other options include 'Bank Account' and 'Credit Card'. A 'Pay Date' of 6/22/2020 is also visible.

Invoice Date	Date Due	Invoice Number	Amount Due	Payment Amount
4/18/2020	7/03/2020	16	20.00	20.00
4/17/2020	7/02/2020	15	10.00	10.00
4/16/2020	7/01/2020	14	50.00	50.00


4. Select “Bank Account”, enter the information, check the box to agree, and click the button to “Add”.

The screenshot shows a modal window titled 'Add A Payment Method' with the instruction 'Choose your preferred payment method to pay your bills.' There are two options: 'BANK ACCOUNT' and 'CREDIT CARD'. The 'BANK ACCOUNT' option is selected, indicated by an orange arrow. Below the options, there are input fields for account information and a checkbox for agreement. A green 'Add' button is at the bottom right.



## Add A Payment Method

Choose your preferred payment method to pay your bills.

 **BANK ACCOUNT**

**Account Type**  

PersonalBusiness

**Banking Type**  

Checking AccountSavings Account

**Name on the Account**

**Routing Number**

**Account #**

**Re-enter Account #**

Pay to the  
Order of

123456789

000123456789

1111

Routing Number


Account Number

Make sure to use your bank account number, not your  
ATM or Debit card number.

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

☐ **Agree and Add Account**

Add

 **CREDIT CARD**

Version 1.2

Revision Date: 2/15/2021

Page 13 of 24





## Add A Payment Method

Choose your preferred payment method to pay your bills.



### BANK ACCOUNT

#### Account Type

Personal

Business

#### Banking Type

Checking Account

Savings Account

#### Name on the Account

John Smith

#### Routing Number

011401533

CITIZENS BANK NA

#### Account #

123456789

#### Re-enter Account #

123456789

Pay to the  
Order of

123456789 000123456 1111

Routing Number

Account Number

*Make sure to use your bank account number, not your  
ATM or Debit card number.*

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.



Agree and Add Account

Add



### CREDIT CARD



OFFICE OF INFORMATION TECHNOLOGY HELPDESK  
NM ENVIRONMENT DEPARTMENT  
STANDARD OPERATING PROCEDURE

5. Now your payment method has been added and you'll see it show up in the dropdown menu. Click "Continue to Payment".

New Mexico Environment Department

Home Pay My Bills Exit

### Pay My Bills

Date Due  Advanced Search

UNPAID AND PARTIALLY PAID ☐ HISTORY [Hide Account Groupings](#) [Export](#)

Total Balance: \$80.00

Invoice Date	Date Due	Invoice Number	Amount Due	Payment Amount
Email Address john.smith@gmail				
4/18/2020	7/03/2020	16	20.00	20.00
Fund	12100			
Department Code	8080000000			
Account	66700			
Subaccount				
Department ID				
4/17/2020	7/02/2020	15	10.00	10.00
4/16/2020	7/01/2020	14	50.00	50.00

MESSAGES View

For customer service please contact 505-827-0009.

PAYMENT SUMMARY

1 Invoice \$20.00

Total Payment \$20.00

[Remove All](#) [Recalculate](#)

Payment Method

[Add A Payment Method](#)

CITIZENS BANK NA \*\*\*\*6789

Pay Date

6/22/2020

Payments confirmed before Monday, June 22, 2020 6:00 PM MT will be posted on Monday, June 22, 2020. Payments confirmed after Monday, June 22, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.

[Cancel](#) [Continue to Payment](#)





- Now your payment is made and you'll see a confirmation message. You can print this page for your records, and you should receive an email confirmation as well.

## Confirmation

**Thank You!** Your payment has been made.

[Print Confirmation Page](#)

**John Smith**

<b>Payment Date</b>	6/22/2020
<b>Payment Method</b>	CITIZENS BANK NA *****6789
<b>Total Payment</b>	\$20.00

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Monday, June 22, 2020 6:00 PM MT will be posted on Monday, June 22, 2020.  
Payments confirmed after Monday, June 22, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.

If you have any further questions about payments to State of New Mexico Environment Department, please contact our office at 505-827-0009 .

Email Address	Confirmation #	Payment Amount	Number of Invoices
john.smith@gmail.com	3100134055	\$20.00	1

[Enroll With Your Current Information](#)[Return to Pay My Bills](#)[Log Out](#)



## Pay by Credit Card

1. Where it lists the number of invoices, click on the link to “View all Items”.

New Mexico Environment Department

Home Pay My Bills

Home

Email Address  
john.smith@gmail.com

2 Invoices  
[View all Items](#)

Amount Due  
\$60.00

Payment Amount  
\$ 60.00

Payment Method [Add A Payment Method](#)

Pay Date  
6/22/2020

[Pay All](#)

Previous Payments

Payment Method	Payment Date	Total Amount	Status
ACH	6/22/2020	\$20.00	Processing

MESSAGES  
For customer service please contact 505-827-0009.

Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

[Enroll Today](#)

2. Click the check marks to select the invoice, or multiple invoices, that you would like to pay.

New Mexico Environment Department

Home Pay My Bills

Pay My Bills

Date Due  Advanced Search

UNPAID AND PARTIALLY PAID HISTORY

Total Balance: \$60.00

Invoice Date	Date Due	Invoice Number	Amount Due	Payment Amount
4/17/2020	7/02/2020	15	10.00	10.00
4/16/2020	7/01/2020	14	50.00	50.00

Payment Method [Add A Payment Method](#)

Pay Date  
6/22/2020

Payments confirmed before Monday, June 22, 2020 6:00 PM MT will be posted on Monday, June 22, 2020.  
Payments confirmed after Monday, June 22, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.

[Cancel](#) [Continue to Payment](#)

MESSAGES  
Thank you for your payment.

PAYMENT SUMMARY  
0 Invoices \$0.00  
Total Payment [Calculate](#)  
[Remove All](#)



OFFICE OF INFORMATION TECHNOLOGY HELPDESK  
NM ENVIRONMENT DEPARTMENT  
STANDARD OPERATING PROCEDURE

3. Click on “Add a Payment Method”

New Mexico Environment Department

Home Pay My Bills

Pay My Bills

Date Due

Advanced Search

UNPAID AND PARTIALLY PAID HISTORY

Hide Account Groupings Export

Total Balance: \$60.00

Invoice Date	Date Due	Invoice Number	Amount Due	Payment Amount
4/17/2020	7/02/2020	15	10.00	10.00
4/16/2020	7/01/2020	14	50.00	50.00

Fund: 12100  
Department Code: 808000000  
Account: 66700  
Subaccount  
Department ID

MESSAGES

Thank you for your payment.

PAYMENT SUMMARY

1 Invoice \$50.00  
Total Payment Calculate  
Remove All

Payment Method

Add A Payment Method

Pay Date

6/22/2020

Payments confirmed before Monday, June 22, 2020 6:00 PM MT will be posted on Monday, June 22, 2020.  
Payments confirmed after Monday, June 22, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.

Cancel Continue to Payment

4. Select “Credit Card”, enter the information (the address should be your billing address), check the box to agree, and click the button to “Add”.

Add A Payment Method

Choose your preferred payment method to pay your bills.

BANK ACCOUNT

CREDIT CARD



## Add A Payment Method

Choose your preferred payment method to pay your bills.



BANK ACCOUNT



CREDIT CARD

Full Name on Card

Country

United States

City

Card Number



Address

State

Select State

Expiration Date

MM/YY

Security Code ?

(3 or 4 digits)

Address

(optional)

Zip

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

☐

Agree and Add Account

Add



## Add A Payment Method

Choose your preferred payment method to pay your bills.



BANK ACCOUNT



CREDIT CARD



Full Name on Card

John Smith

Country

United States

City

Santa Fe

Card Number

4111 1111 1111 1111



Address

1190 S. St. Francis Dr

State

NM - New Mexico

Expiration Date

01/25

Security Code ?

123

Address

(optional)

Zip

87505

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.



Agree and Add Account

Add





OFFICE OF INFORMATION TECHNOLOGY HELPDESK  
NM ENVIRONMENT DEPARTMENT  
STANDARD OPERATING PROCEDURE

5. Now your payment method has been added and you'll see it show up in the dropdown menu. Click "Continue to Payment".

New Mexico Environment Department

Home Pay My Bills Exit

### Pay My Bills

Date Due  Advanced Search

UNPAID AND PARTIALLY PAID ☐ HISTORY [Hide Account Groupings](#) [Export](#)

Total Balance: \$60.00

Invoice Date	Date Due	Invoice Number	Amount Due	Payment Amount
4/17/2020	7/02/2020	15	10.00	10.00
4/16/2020	7/01/2020	14	50.00	50.00

Fund 12100  
Department Code 8080000000  
Account 66700  
Subaccount  
Department ID

MESSAGES View

For customer service please contact 505-827-0009.

#### PAYMENT SUMMARY

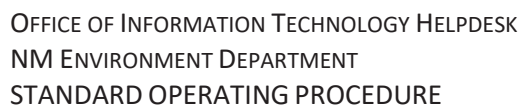
1 Invoice \$50.00  
Service Fee \$1.35  
Total Payment \$51.35  
[Remove All](#) [Recalculate](#)

Payment Method [Add A Payment Method](#)  
Visa \*\*\*\*1111

Security Code  Pay Date 6/23/2020

Payments confirmed before Tuesday, June 23, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.  
Payments confirmed after Tuesday, June 23, 2020 6:00 PM MT will be posted on Wednesday, June 24, 2020.

[Cancel](#) [Continue to Payment](#)



- New Mexico  
Environment Department

HomePay My BillsExit

Verify Payment

PAYMENT SUMMARY

1 Invoice\$50.00

Service Fee\$1.35

Total Payment\$51.35

Payment Method

Add A Payment Method

Visa \*\*\*\*\*1111

Security Code ?Payment Date

\*\*\*6/23/2020

Payments confirmed before Tuesday, June 23, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020. Payments confirmed after Tuesday, June 23, 2020 6:00 PM MT will be posted on Wednesday, June 24, 2020.

Payment Terms & Conditions

These terms and conditions govern your use of the Internet Bill Presentment and Payment Service (the "Service"). As used in these Terms, the words "we," "us," and "our" refer to Wells Fargo Bank, N.A. (or its affiliate). The words "you" and "your" refer to you as the business entity accepting these Terms and using the Service. The words "you" and "your" also include any user you authorize to use the Service on your behalf.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you

Print Terms and Conditions

Name

John Smith

email

john.smith@gmail.com

Phone

5051234567

Update Customer and Address Information

☒ By checking this box you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **John Smith**, confirm that today, Tuesday June 23, 2020, I am authorizing a one-time debit from my Visa account ending in \*\*\*\*\*1111 in the amount of \$51.35 USD. This debit will occur on or after Tuesday June 23, 2020. By submitting your payment you are agreeing to a service fee of 2.7% that will be collected by a third party to cover transaction processing fees. You may cancel this transaction and make alternative payment arrangements with us to avoid the service fee.

If you have any questions regarding this transaction request, please call 505-827-0009.

PAYMENT DETAILS

Invoice Date	Date Due	Invoice Number	Amount Due	Payment Amount
EMAIL ADDRESS john.smith@gmail.com				


Export



- Now your payment is made and you'll see a confirmation message. You can print this page for your records, and you should receive an email confirmation as well.

## Confirmation

**Thank You!** Your payment has been made.

 [Print Confirmation Page](#)

**John Smith**

<b>Payment Date</b>	6/23/2020
<b>Payment Method</b>	Visa *****1111
<b>Payment Amount</b>	\$50.00
<b>Service Fee</b>	\$1.35
<b>Total Payment</b>	\$51.35

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Tuesday, June 23, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.  
Payments confirmed after Tuesday, June 23, 2020 6:00 PM MT will be posted on Wednesday, June 24, 2020.

If you have any further questions about payments to State of New Mexico Environment Department, please contact our office at 505-827-0009 .

Email Address	Confirmation #	Payment Amount	Number of Invoices
john.smith@gmail.com	3100134097	\$50.00	1
Service Fee	3100134098	\$1.35	

[Enroll With Your Current Information](#)[Return to Pay My Bills](#)[Log Out](#)