# **MDACF Online Payments**

To make an online payment, do the following: Go to <a href="https://gateway.maine.gov/ACF/PayMaineEntry">https://gateway.maine.gov/ACF/PayMaineEntry</a>

Standard Rent Payments: This proce	ess is for mak	ing rent pa	ayments Lease	or Easeme	<u>ent</u>
(Using Customer ID or Invoice Numb	<u>per)</u> See page	4 for additic	onal types of fees		
Select the Payment Type - Invoicing		(			
Select MDACF Submerged Lands	1 Select Department	2 Select Products	3 Customer Information	4 Pav	
Select Payment Method – Credit or ACH				Tay	
(debit)	Payment Type	Progra	am		Payment Method
3% charge for credit cards, \$0.25 for ACH	<ul> <li>Invoicing</li> <li>Direct Charge</li> </ul>	MDAC	Submerged Lands		O Credit Card ACH Debit
Click <b>Continue</b> .					Continue
Enter your <b>Client ID</b> [account number starti	ng 01A] <b>or Invoi</b>	ce number			

## Click Get Open Balances

1 2 Select Department Select Products Customer	3 4 Information Pay		
Program		Payment Method	
MDACF Submerged Lands		ACH	
Account Contact Info	Phone	Email	_
Anja Parlin	207 287 4970	anja.parlin@maine.gov	]
*Client ID or Invoice:			
			Get Open Balances
Please allow a week for your payments to process.			
·····			

You will see open balances

Select one or more balances & review the Amount to Pay (can adjust amount at end of row if needed)

Click De-select All Lines if you don't want to pay all balances

## Click Submit

To pay the entire balance due, click Submit	Total balance due:	Total Amount To Pay:	
To pay only select invoices:	\$1,811.98	\$150.00	Submit
1. De-select All Lines			De select All Line
2. Total amount to pay should show "0.00"			De-select All Line
3. Select lines to pay for by checking the checkbox in the Pay column.			
Edit amounts to make partial payments.			
4. Verify Total Amount to Pay			
5. Submit			

Invoice	Line#	Invoice Print Date	Balance Due	Amount To Pay	Pay
20CLL251	1	2020-01-14	\$100.00	100.00	
20CLL251	2	2020-01-14	\$50.00	50.00	
20CLL251	3	2020-01-14	\$94.40	94.40	
21CLL251	1	2021-01-15	\$300.00	150	

Enter your Cus	tomer Inform	ation			
Customer	Informatio	on			
1	2	3	4		
Select Department	Select Products	Customer Information	Pay		
*First Name	Middle Init	Last Name	Suffix	Balance Due	
					\$150.00
Company Name				Transaction Fee	
					\$0.25
*Address1				Total Amount	
Address2					\$150.25
*City	State	*Zip Code		J	
EmailAddress		EmailAddressConfirm	nation		
PhoneNumber		Country			
Total Amount					
	\$150.2	5 Continue to Payme	nt		

#### Enter your information

Click Continue to Payment

# Payment Type (Option 1, ACH, \$ 0.25 fee applies)

		Billing Address	
Amount	150.25 USD	Company	
nent		First Name *	Last name *
CHECK		Anja	Parlin
Bank Routing Number*	Bank Account Number*	Address1* 18 elkins lane	
		Postal Code * 04330	
ank Account Type  Personal  V Clicking the "I Agree" box below, you a emo to use information from your check ansfer from your account or to process ti ansaction or bank drawn draft from your f50.25. If your payment is returned due! throize us to make a one-time electroni ank draft drawn from your account to col w.	Business authorize State Of Maine to initiate a one-time fund he payment as a check account for the amount of to insufficient funds, you c funds transfer or to use a llect a fee as allowed by state		

Enter payment info for ACH payment, check off box "I Agree", Click Submit Payment

A receipt will generate. You should be able to print a copy from your web browser. (Ctrl + P)

The transaction will show on statements as ME AGRI CONS FORESTRY (example of receipt on next page ———->)

Payment Type (Option 1, A	ACH, continued: receipt	pi	
Dept/Program		Customer Name	
MDACF Submerged Lands			16
Contact Group		Contact Email	Contact Phone
Anja Parlin		anja.parlin@maine.gov	207 287 4970
Transaction Date	Bank Invoice Number		Name
01/02/2025	38219		Anja Parlin
Payment		Price	Total
25SUB18041.1		USD \$150.00	USD \$150.00
Submerged ACH Debit/Credit card fee		USD \$0.25	USD \$0.25
	Grand Total		USD \$150.25

# Payment Type (Option 2, Credit Card , 3% processing fee applies)

Order Section	Billing Address	
Amount	154.50 USD Company	
Payment PAYMENT CARD	First Name Anja	Parlin
VISA 😄 🔤 👓 🦛	Address1 *	
Card Number*	Postal Code * 04330	
Expiration Date(MMYY)* CVV2*		

Enter payment info for Credit Card payment, Click Submit Payment

A receipt will generate. You should be able to print a copy from your web browser. (Ctrl + P)

The transaction will show on statements as ME AGRI CONS FORESTRY

tate of Maine Recei		pt	
Dept/Program		Customer Name	
MDACF Submerged Lands			
Contact Group		Contact Email	Contact Phone
Anja Parlin		anja.parlin@maine.gov	207 287 4970
ransaction Date	Bank Invoice Number		Name
1/02/2025	38210		Anja Parlin
Payment		Price	Total
25SUB48071.1		USD \$150.00	USD \$150.00
Submerged ACH Debit/Credit card fee		USD \$4.50	USD \$4.50
	Grand Total		USD \$154.50

## Application Fee's: This process is for application fees, transfer or other fee payments

(see page 1 if you have a customer ID or Invoice number)

Select the Payment Type - <b>In</b>	voicing				
Select MDACF Sub- merged Lands	1	2	3	4	
Select Payment Method –	Select Department	Select Products	Customer Information	Pay	
Credit or ACH					
(debit)	Payment Type	Progra	am		Payment Method
3% charge for credit cards, \$0.25 for ACH	<ul> <li>Invoicing</li> <li>Direct Charge</li> </ul>	MDACF	Submerged Lands		<ul><li>O Credit Card</li><li>O ACH Debit</li></ul>
Click <b>Continue</b> .					Continue

Select from dropdown the Product you wish to pay: e.g. Submerged Lands Application Fee

Enter Quantity, Amount, Reference Information and Comment.

### Click—Enter Customer Information

Department/Program:	MDACF Submerged Lan	nds Paym	ent method:	
Account contact info:	Anja Parlin 207 287 497	0		
Product	Quantity	Amount	Reference Information	Comments
Submerged App Fee	1	100.00	App Fee	App Fee for Business 123ABC
	1	2	3 4	
Enter Customer	1 Select Department *First Name Company Name	2 Select Products Custo Middle Init	3 4 omer Information Pay	Balance Due \$100.0 Transaction Fee
Enter Customer Information:	1 Select Department *First Name Company Name *Address1	2 Select Products Custo Middle Init		Balance Due \$100.0 Transaction Fee \$0.0 Total Amount
Enter Customer Information: Click	1 Select Department *First Name Company Name *Address1 Address2	2 Select Products Custo Middle Init *	3 4 omer Information Pay	Balance Due \$100.0 Transaction Fee \$0.1 Total Amount \$100.1
Enter Customer Information: Click Continue to Payment	1 Select Department *First Name Company Name *Address1 Address2 *City EmailAddress	2 Select Products Custa Middle Init *	3 4 pmer Information Pay ast Name Suffix Zip Code mailAddressConfirmation	Balance Due \$100. Transaction Fee \$0. Total Amount \$100.
Enter Customer Information: Click Continue to Payment	1 Select Department *First Name Company Name 	Select Products Custa Middle Init  State  State  E  C  C  C  C  C  C  C  C  C  C  C  C	3 4 pmer Information Pay asst Name Suffix Zip Code mailAddressConfirmation	Balance Due Transaction Fee Total Amount \$100.

# Payment Type (Option 1, ACH, \$ 0.25 fee applies)

er Section	Billing Address	
Amount 100.25 USD	Company	
yment	First Name *	Last name
СНЕСК	Anja	Parlin
Bank Routing Number* Bank Account Number*	Address1* 18 elkins lane	
Bank Account Type   Personal  Business	Postal Code * 04330	
By Clicking the "I Agree" box below, you authorize State Of Maine Demo to use information from your check to initiate a one-time fund transfer from your account or to process the payment as a check transaction or bank drawn draft from your account for the amount of \$100.25. If your payment is returned due to insufficient funds, you authorize us to make a one-time electronic funds transfer or to use a		
bank draft drawn from your account to collect a fee as allowed by state law.		
□ I Aaree		

## Enter payment info for ACH payment, check off box "I Agree", Click Submit Payment

A receipt will generate. You should be able to print a copy from your web browser. (Ctrl + P)

The transaction will show on statements as ME AGRI CONS FORESTRY

State of Maine	Recei	pt		
Dept/Program				
MDACF Submerged Lands				
Contact Group		Contact Email	Contact Phone	
Anja Parlin		anja.parlin@maine.gov	207 287 4970	
Transaction Date	Bank Invoice Number		Name	
01/02/2025	38213		Anja Parlin	
Payment		Price	Total	
Submerged App Fee		USD \$100.00	USD \$100.00	
Submerged ACH Debit/Credit card fee		USD \$0.25	USD \$0.25	
	Grand Total		USD \$100.25	

# Payment Type (Option 2, Credit Card , 3% processing fee applies)

Select from dropdown the Product you wish to pay: e.g. Submerged Lands Application Fee

Enter Quantity, Amount, Reference Information and Comment.

#### Select Enter Customer Information

epartment/Program: MDACF Subn ccount contact info: Anja Parlin 20	nerged Lands )7 287 4970	Payment	method: CC	
Product	Quantity	Amount	Reference Information	Comments
Submerged App Fee	1	100.00	Application Fee	Business Name 123ABC
Add New Item		Enter Co	ustomer Information	
Enter Customer	1	2	3 (4)	
Information:	Select Departme	ent Select Products	Customer Information Pay	
Click <b>Continue</b> to Payment	*First Name	Middle Init	*Last Name Suf	fix Balance Due \$100.0 Transaction Fee at 3.00%
Enter payment info for ACH	*Address1			\$3.0
payment, check off box "I Agree", Click <b>Submit Pay-</b>	Address2			\$103.0
A receipt will generate. You	*City	State	*Zip Code	
should be able to print a	EmailAddress		EmailAddressConfirmation	
browser. (Ctrl + P)	PhoneNumber		Country	
The transaction will show on	Total Amount	¢102.00		

Order Section		Bining Address	
Amount	103.00 USD	Company	
Payment PAYMENT CARD		First Name Anja	
VISA 😋 🎫 唑 🎼 📾		Address1* 18 elkins lane	
Card Number *		Postal Code* 04330	
Expiration Date(MMYY)* CVV2*	0		
	Submit P	ayment	

(example of receipt on next page ———->)

State of Maine	Recei	pt		
Dept/Program				
MDACF Submerged Lands		— : — :		
Contact Group		Contact Email	Contact Phone	
Anja Parlin		anja.parlin@maine.gov	207 287 4970	
Transaction Date	Bank Invoice Number		Name	
01/02/2025	38214		Anja Parlin	
Payment		Price	Total	
Submerged App Fee		USD \$100.00	USD \$100.00	
Submerged ACH Debit/Credit card fee		USD \$3.00	USD \$3.00	
	Grand Total		USD \$103.00	