

***MyTDEC Forms Application:  
Payment Process***

February 22, 2022

Version 1.3

# Payment Process

## Overview

The following document will provide step-by-step guidance on how to make a payment on a form that has been fully submitted on the MyTDEC platform. Following these guidelines will result in your ability to pay off any outstanding balance or come back and make a payment later.

## Step-by-Step Guide

### Step 1- Login to your Account

#### 1.1 Selecting Sign In

Begin by navigating to <https://forms.tdec.tn.gov/>. Once you see the screen below, click on **"Sign In"** from the list of options at the top of the page.

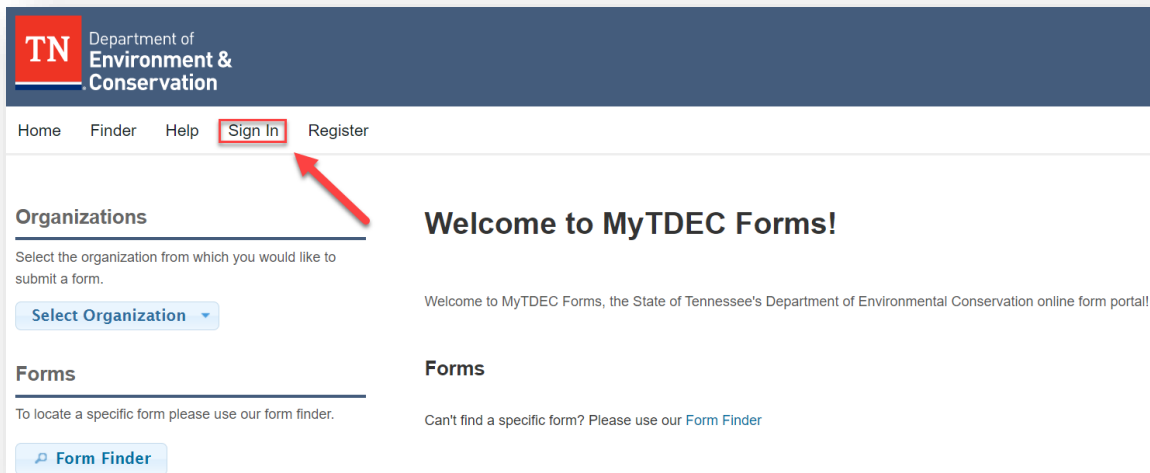


Figure 1 Login Page

**Step 1 – Login to your Account**

**1.2 Sign In with Credentials**

After selecting sign in, please fill in the **“User ID”** and **“Password”** fields. If you forgot your password, please select **“Forgot Password”** and follow the subsequent steps to reset that information. Once you have entered your user ID and password into the appropriate fields, please select **“OK”** to complete the log in process.

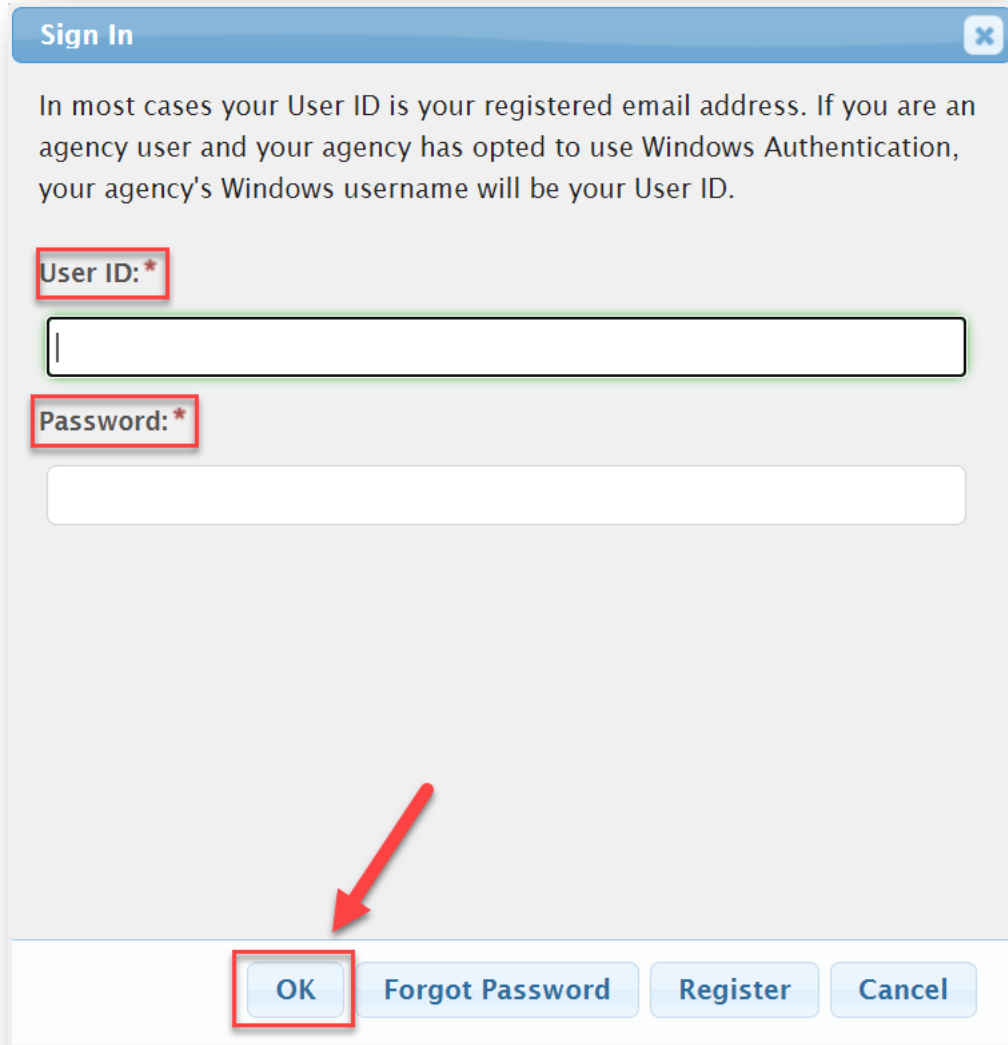


Figure 2 Sign In Window

## Step 2 – Accessing Submission History Dashboard

To find the form you wish to make a payment on, simply click on the **“History”** tab from your dashboard. You will be redirected to your **Submission History** dashboard. Within the History dashboard, you will see a historical list of all form submissions that were created and/or submitted through the portal.

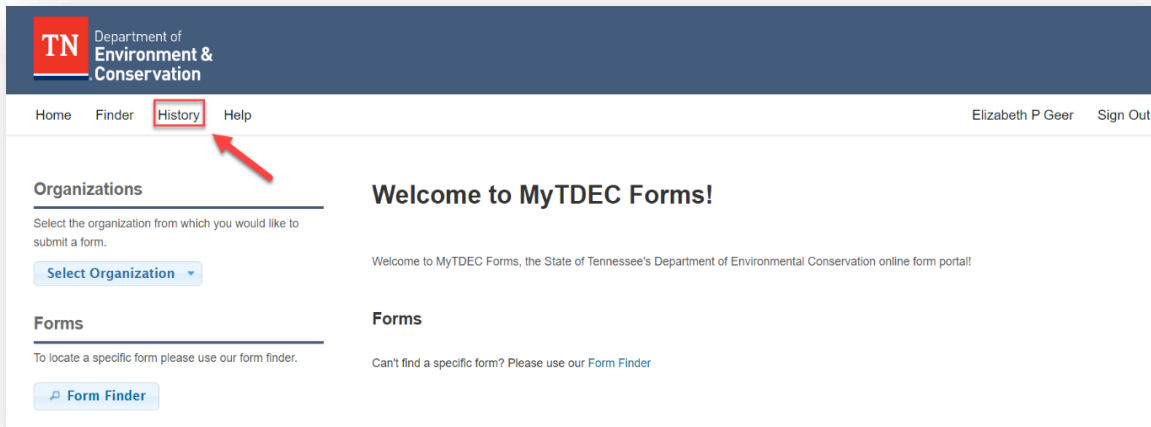


Figure 3 Selecting your History

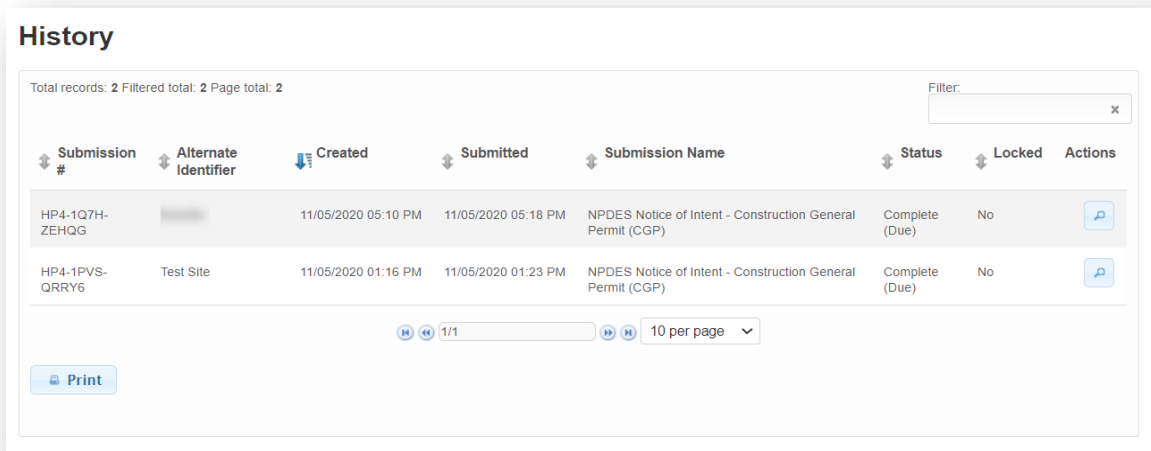


Figure 4 Form History Dashboard

### Step 3 – Open Form Submission Overview

Next, select the **magnifying glass icon** on the appropriate form to open the overview of the form.

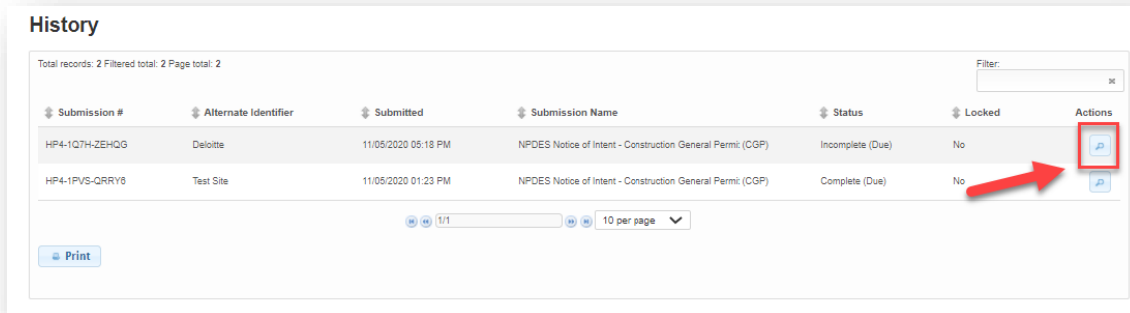


Figure 5 View Form Overview

### Step 4 – Viewing Submission Overview Details and Selecting Make Payment

Once in the **submission overview**, you can view outstanding fees, as shown in the bottom right hand corner of the image. To pay this fee, select **“Make Payment”**, which is highlighted as the second-to-last option on the right-hand side.

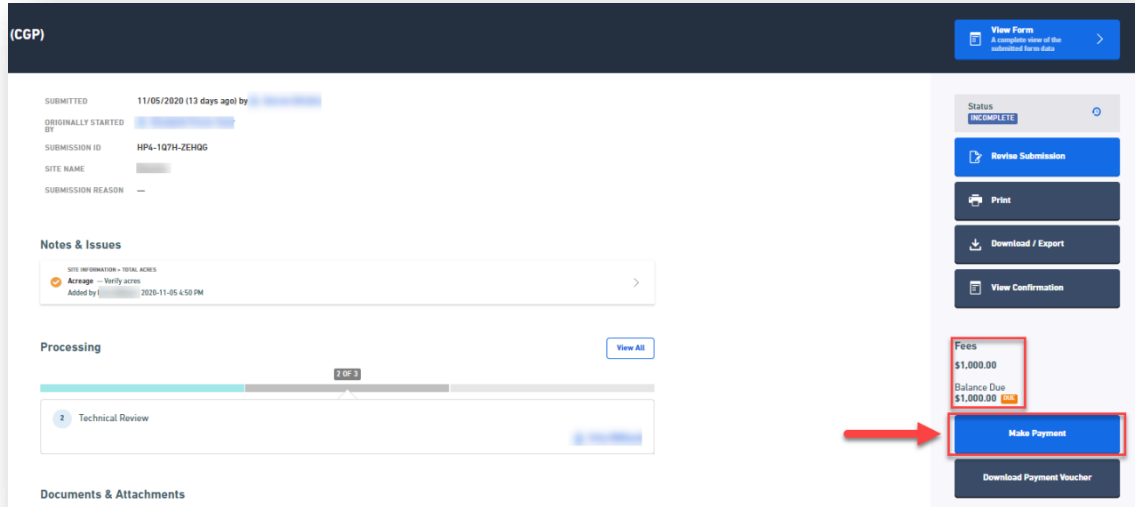
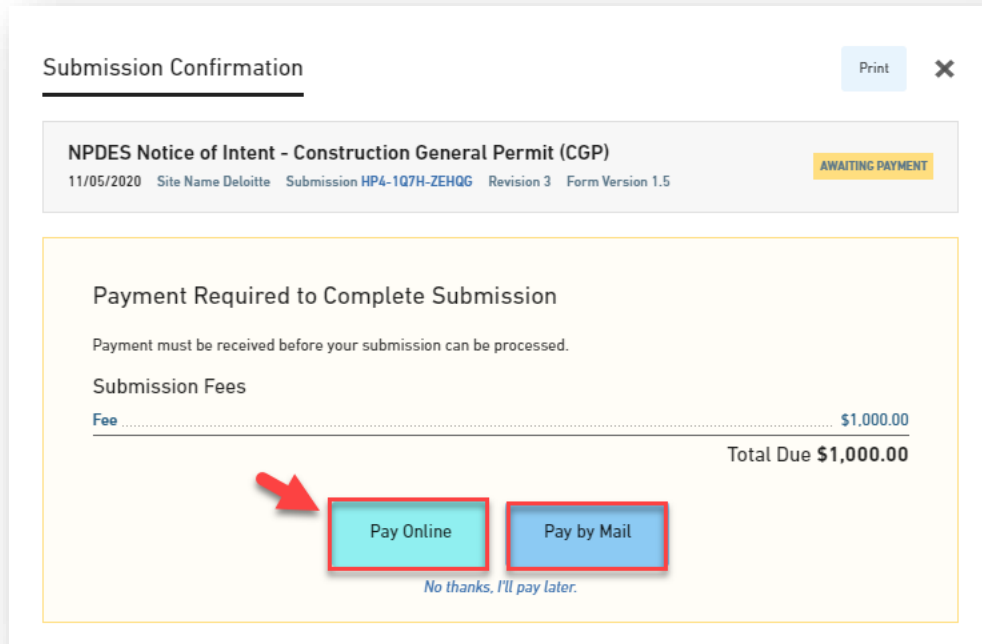


Figure 6 Selecting “Make Payment” from Submission Overview

### Step 5 – Viewing Payment Method Options

After selecting “**Make Payment**”, you will be presented with the following options for payment methods: “**Pay Online**”, “**Pay By Mail**” (when available), or “**No Thanks, I’ll Pay Later**”. To pay off the balance immediately, please select “**Pay Online**”. Instructions for payment online will be covered in step 6. If you wish to skip to pay by mail instructions, navigate to step 7.



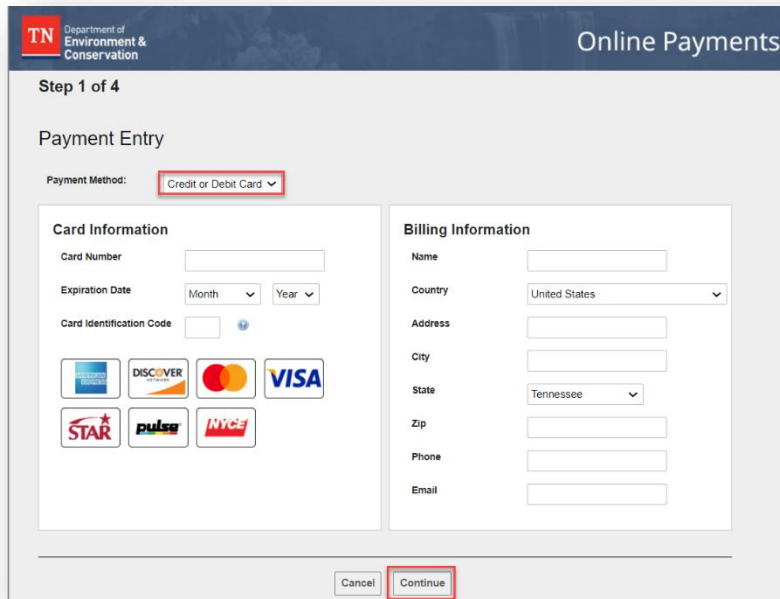
The screenshot shows a web interface for 'Submission Confirmation'. At the top, there is a 'Print' button and a close icon. Below this, the submission details are listed: 'NPDES Notice of Intent - Construction General Permit (CGP)', '11/05/2020', 'Site Name Deloitte', 'Submission HP4-1Q7H-ZEHQG', 'Revision 3', and 'Form Version 1.5'. A yellow 'AWAITING PAYMENT' button is visible. The main section is titled 'Payment Required to Complete Submission' and states 'Payment must be received before your submission can be processed.' Under 'Submission Fees', a table shows a fee of \$1,000.00, with a 'Total Due \$1,000.00' at the bottom right. Two buttons, 'Pay Online' and 'Pay by Mail', are presented. A red arrow points to the 'Pay Online' button. Below the buttons is the text 'No thanks, I'll pay later.'

Figure 7 Payment Methods

## Step 6 – Making a Payment Online

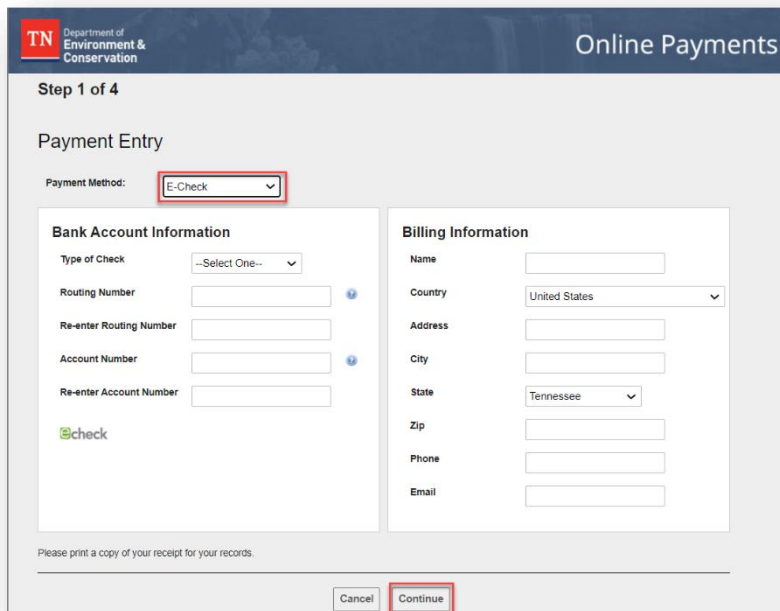
### 6.1 Payment Entry

Below is an example of step 1 of 4 of the payment process. From the payment method drop down bar, select **“Credit or Debit Card”** or **“E-Check”**. Choose your preferred method and fill all fields. Once you have entered your card or bank information as well as your billing address, select **“Continue”** at the bottom of the screen.



The screenshot shows the 'Payment Entry' form for the 'Credit or Debit Card' method. The form is titled 'Step 1 of 4' and 'Payment Entry'. The 'Payment Method' dropdown is set to 'Credit or Debit Card'. The form is divided into two main sections: 'Card Information' and 'Billing Information'. The 'Card Information' section includes fields for Card Number, Expiration Date (Month and Year), and Card Identification Code. Below these fields are logos for Discover, Mastercard, Visa, STAR, pulse, and NICE. The 'Billing Information' section includes fields for Name, Country (set to United States), Address, City, State (set to Tennessee), Zip, Phone, and Email. At the bottom of the form, there are 'Cancel' and 'Continue' buttons.

Figure 8 Payment Method: Credit or Debit Card



The screenshot shows the 'Payment Entry' form for the 'E-Check' method. The form is titled 'Step 1 of 4' and 'Payment Entry'. The 'Payment Method' dropdown is set to 'E-Check'. The form is divided into two main sections: 'Bank Account Information' and 'Billing Information'. The 'Bank Account Information' section includes fields for Type of Check (set to --Select One--), Routing Number, Re-enter Routing Number, Account Number, and Re-enter Account Number. Below these fields is the echeck logo. The 'Billing Information' section includes fields for Name, Country (set to United States), Address, City, State (set to Tennessee), Zip, Phone, and Email. At the bottom of the form, there are 'Cancel' and 'Continue' buttons. A note at the bottom of the form reads: 'Please print a copy of your receipt for your records.'

Figure 9 Payment Method: E-Check



## Step 6 – Making a Payment Online

### 6.2 Terms and Conditions

Read the Terms and Conditions within step 2. After reading them, ensure that you check the box that states **“I agree that I have fully read and accept the above terms and conditions”**, as highlighted below. Then click **“Continue”**.

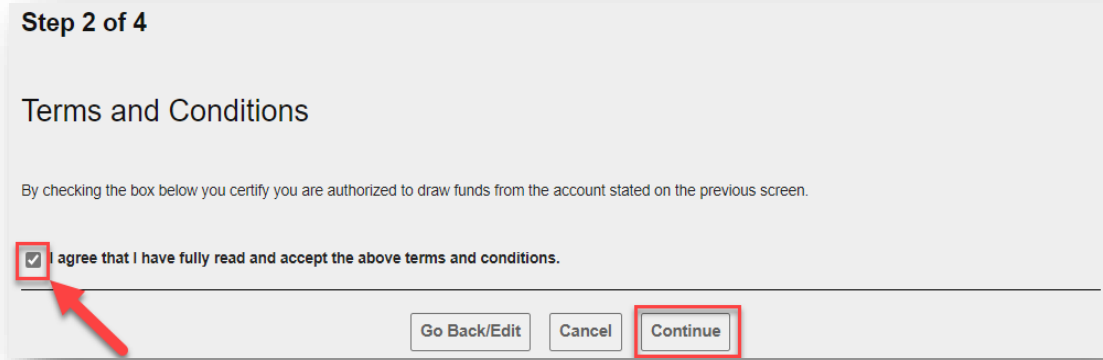
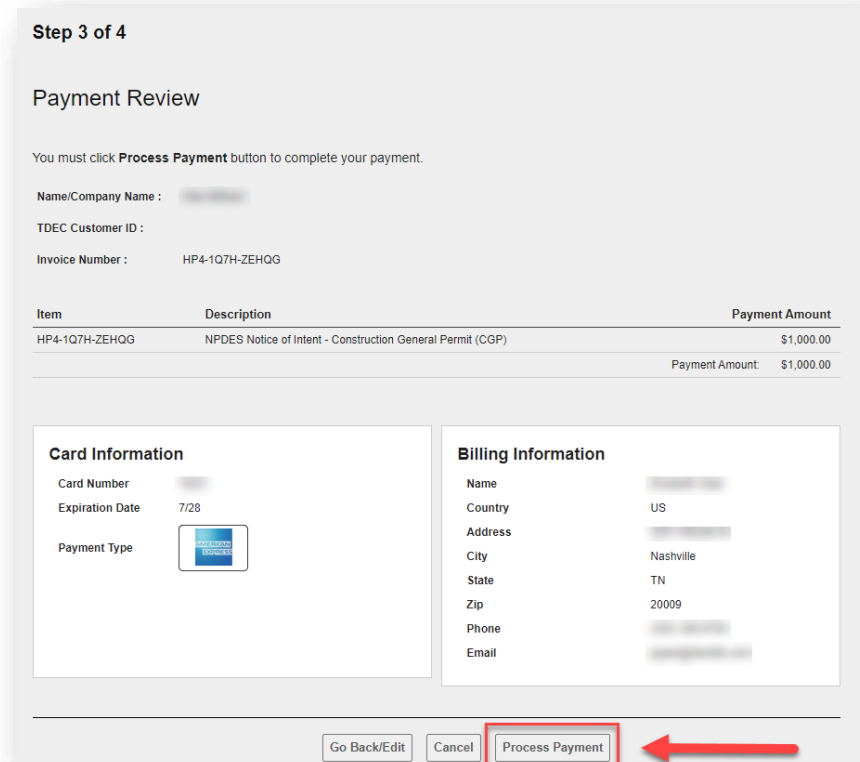


Figure 10 Terms and Conditions

## Step 6 – Making a Payment Online

### 6.3 Payment Review

Step 3 requires that you review your payment information to verify that it is correct. If there are any issues with the information, please select **“Go Back/Edit”** at the bottom left. If all of the information is correct, select **“Process Payment”** at the bottom right, as shown in the image. **“Process Payment”** must be selected to complete the order.



**Step 3 of 4**


### Payment Review

You must click **Process Payment** button to complete your payment.

Name/Company Name : [REDACTED]  
TDEC Customer ID : [REDACTED]  
Invoice Number : HP4-1Q7H-ZEHQG

Item	Description	Payment Amount
HP4-1Q7H-ZEHQG	NPDES Notice of Intent - Construction General Permit (CGP)	\$1,000.00
Payment Amount:		\$1,000.00

#### Card Information

Card Number [REDACTED]  
Expiration Date 7/28  
Payment Type 

#### Billing Information

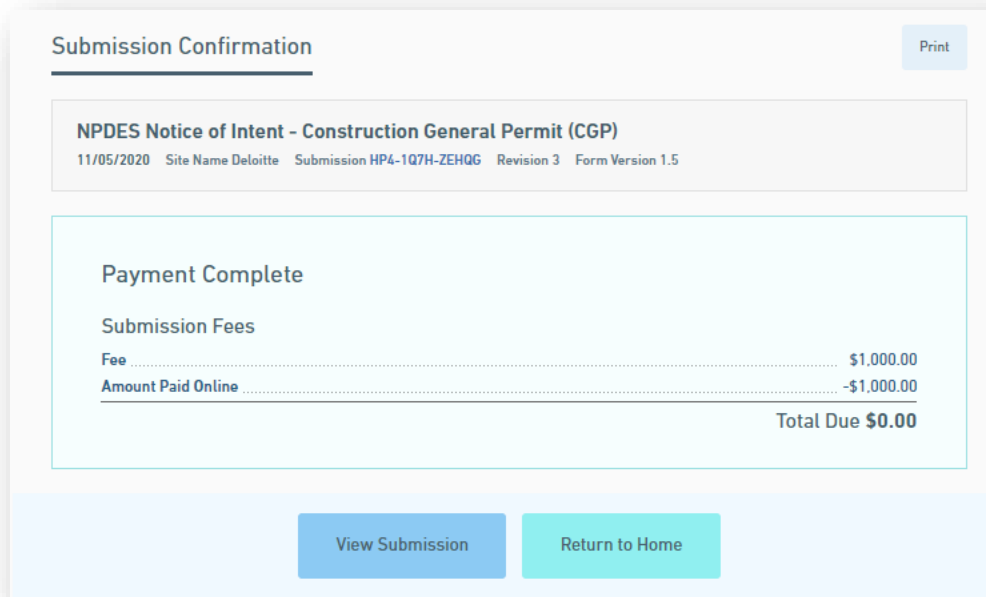
Name [REDACTED]  
Country US  
Address [REDACTED]  
City Nashville  
State TN  
Zip 20009  
Phone [REDACTED]  
Email [REDACTED]

Figure 11 Payment Review

## Step 6 – Making a Payment Online

### 6.4 Submission Confirmation

If the payment is successful, you will be redirected to a **Submission Confirmation page**, such as the one below. Now that the permit fee has been paid, you can click **View Submission** or **Return to Home**. You will be able to print this payment confirmation page to keep it for your records.



The screenshot shows a web page titled "Submission Confirmation" with a "Print" button in the top right corner. Below the title is a box containing the permit details: "NPDES Notice of Intent - Construction General Permit (CGP)", "11/05/2020", "Site Name Deloitte", "Submission HP4-1Q7H-ZEHQG", "Revision 3", and "Form Version 1.5". A large light blue box in the center contains the text "Payment Complete" and a table of fees. At the bottom of the page are two buttons: "View Submission" and "Return to Home".

Submission Fees	
Fee .....	\$1,000.00
Amount Paid Online .....	-\$1,000.00
<hr/>	
Total Due \$0.00	

Figure 12 Payment Complete Example

**Step 7 – Making a Payment by Mail**

Alternatively, you may be able to make a payment by mail, when available. After selecting **“Pay by Mail”** you will be prompted with the following instructions. Begin by selecting **“Download Payment Voucher”**. Print a copy to mail in and keep a copy for your records. Next include the specified amount with the payment voucher in secure packaging and send to the **TDEC office address**, as denoted below. After finishing these steps, select **“Return to Home”** or simply close the window.

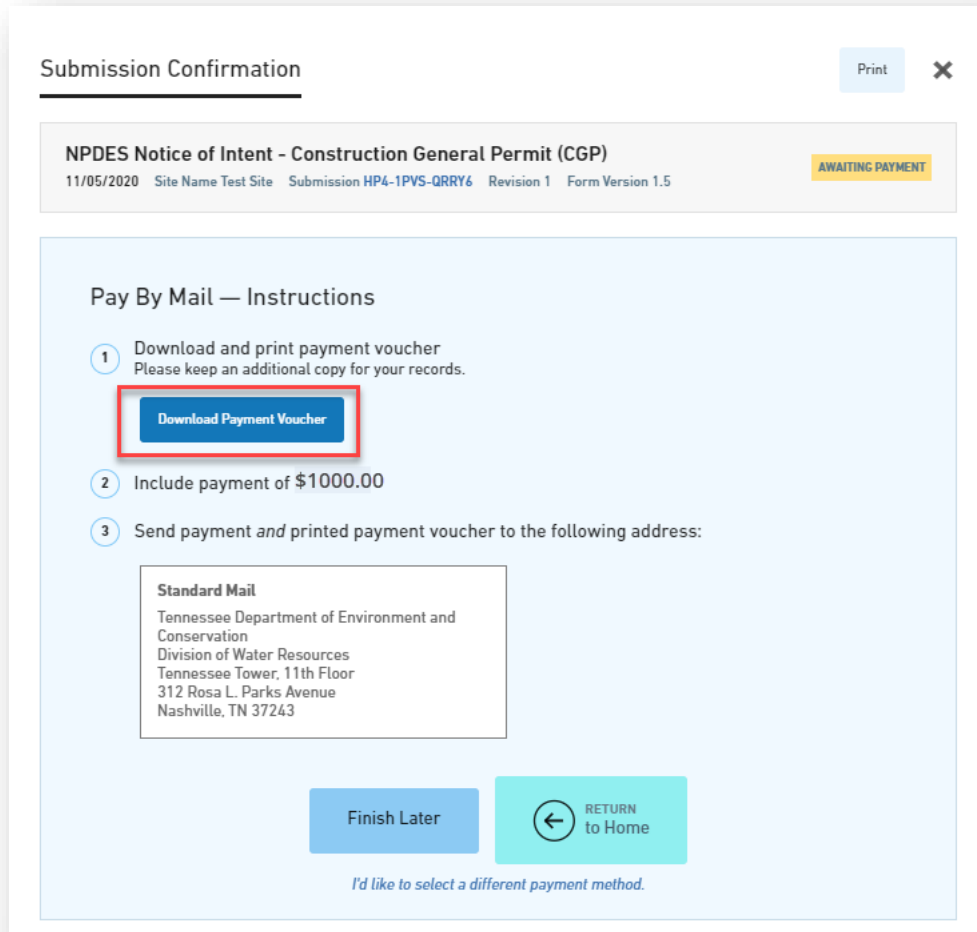


Figure 13 Pay by Mail Instructions

