

Submitting a Payment in MELS



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

17 State House Station | Augusta, Maine 04333-0017

www.maine.gov/dep

Submitting a Payment in MELS

An application in the Maine Enterprise Licensing System (MELS) often requires payment to be submitted. There are multiple ways to make payments, depending on the application type. Some Land Licensing applications require payments to be made prior to the submission of an application, and all other applications require payments to be made after the submission of an application. Both instances allow applicants to pay by credit/debit card, ACH, or check.

See below for further information on each option.

Submitting a Payment After Reviewing, Certifying, and Submitting:

After certifying and submitting an application, the “Submission Received” page will appear, as demonstrated in Figure 1 below. Select either “Pay Online” or “Pay by Mail,” as seen in the red box in Figure 1 below.

Figure 1: Submission Received

Submission Received [Print Confirmation](#)

Maine Construction General Permit (MCGP) NOI
Site: Welcome Submission HQD-3QKJ-QZ6R5 Revision 1 Form Version 1.5

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

Payment Required to Complete Submission

Make checks payable to Maine Department of Environmental Protection

Submission Fees

Maine Construction General Permit - Notice of Intent	\$193.00
Total Due	\$193.00

[Pay Online](#)
[Pay by Mail](#)

Paying Online

If you select “Pay Online,” enter all required billing information, as highlighted in yellow in Figure 2 below. Select a payment type of either credit card or check/ACH, as highlighted in green in Figure 2 below. The “Continue” button will turn blue when you are ready to continue.

Figure 2: Enter Billing Information and Select a Payment Method

The screenshot displays a web form for online payment. The 'Billing Information' section, highlighted in yellow, contains fields for First Name, Last Name, Street Address, City, State (a dropdown menu currently showing '- Unassigned -'), and Zip Code. A red asterisk and the text '= Required' are positioned to the right of the section header. The 'Payment Method' section, highlighted in green, features two radio button options: 'Credit Card' (with a note that credit card payments are limited to \$1000 or less) and 'Check or ACH'. A yellow informational banner above these options states: 'A \$2.00 online service fee will be added to the total amount at the end of the transaction.' To the right of the form is an 'Invoice Summary' table. At the bottom of the form are 'Cancel' and 'Continue' buttons.

Billing Information	
* First Name	* Last Name
* Street Address	
City	State - Unassigned -
* Zip Code	

Invoice Summary	
HQD-3FBS-T33SP	\$193.00
Subtotal	\$193.00
Service Fee ⓘ	\$2.00
Total	\$195.00

Payment Method

ⓘ A \$2.00 online service fee will be added to the total amount at the end of the transaction.

☐ **Credit Card**
Credit Card payments are limited to \$1000 or less.

☐ **Check or ACH**

If you select credit card, you must enter all required payment information, as highlighted in Figure 3 below. The “Submit Payment” button will turn blue when payment is ready to be submitted.

Figure 3: Entering Credit Card Payment Information

The screenshot displays the MELS payment interface. On the left, the 'Order Section' shows an amount of 195.00 USD. Below it, the 'Payment' section is active, showing 'PAYMENT CARD' as the selected method. Credit card logos (VISA, MasterCard, Discover, American Express) are visible. The credit card fields are highlighted in yellow: 'Card Number *', 'Expiration Date(MMY) *', and 'CVV2 *'. On the right, the 'Billing Address' section is also highlighted in yellow, containing fields for 'Company', 'First Name' (John), 'Last name' (Doe), 'Address1 *' (28 Tyson Drive), and 'Postal Code *' (04333). At the bottom center is a grey 'Submit Payment' button. Below the button is a link to 'Elavon Privacy Policy' and a 'Secure Payment' icon.

Order Section	
Amount	195.00 USD

Payment	
PAYMENT CARD	
VISA MasterCard Discover American Express	
Card Number *	
Expiration Date(MMY) *	CVV2 *

Billing Address	
Company	
First Name John	Last name Doe
Address1 * 28 Tyson Drive	
Postal Code * 04333	


Submit Payment

[Elavon Privacy Policy](#)

Secure Payment

If you select check/ACH, you must enter all required payment information, as highlighted in Figure 4 below. Select the bank account type and the “I Agree” box, as highlighted in Figure 4 below. The “Submit Payment” button will turn blue when payment is ready to be submitted.

Figure 4: Entering Check or ACH Payment Information

Order Section	Billing Address
<p>Amount 600.00 USD</p>	<p>Company</p>
<p>Payment</p> <p>CHECK</p> <p>Bank Routing Number * Bank Account Number *</p> <p>Bank Account Type <input checked="" type="radio"/> Personal <input type="radio"/> Business</p> <p>By Clicking the "I Agree" box below, you authorize MAINE DEP 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 \$600.00. 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.</p> <p><input type="checkbox"/> I Agree</p>	<p>First Name * Last name *</p> <p>First Name is required Last name is required</p> <p>Address1</p> <p>Address2</p> <p>City State/Province Postal Code 04102</p>
<p>Submit Payment</p> <p>Elavon Privacy Policy</p> <p> Secure Payment</p>	

You will know when your submission has been completed when you see the payment confirmation page, shown in Figure 5 below.

Figure 5: Financials – Payment Confirmation

The screenshot displays the 'Financials - Payment Confirmation' page in the MELS system. The left sidebar contains navigation links: Home, Dashboard, Start a New Form, Submissions, and Financials (highlighted in orange). The main content area is titled 'Financials - Payment Confirmation' and contains two sections: 'Payment Transaction Details' and 'Charge Details'.

Payment Transaction Details

Payment Status:	Payment Success
Payment Date:	06/04/2025
Payment Type:	Credit Card
Confirmation Number:	D60C-B8-7291
Charge Amount:	\$ 193.00
Processing Fee:	\$ 2.00
Total Amount Paid:	\$ 195.00

Charge Details

Type	Reference #	Submitted On	Amount
Application Fee	HQD-3GJ3-NJ32X	06/04/2025	\$ 193.00

Paying by Mail

If you select “Pay by Mail,” select “Download the Payment Voucher,” as highlighted in Figure 6 below. Mail your payment and payment voucher to the address listed in Figure 6 below.


Figure 6: Pay by Mail Instructions

Submission Received

[Print Confirmation](#)

Maine Construction General Permit (MCGP) NOI
[Site: Welcome](#) [Submission HQD-3QKJ-QZ6R5](#) [Revision 1](#) [Form Version 1.5](#)

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

 **Pay By Mail — Instructions**

1

Download and print payment voucher
Please keep an additional copy for your records.

[Download Payment Voucher](#)

2

Include payment of **\$193.00**

3

Send payment *and* printed payment voucher to one of the following addresses:

Standard Mail
Maine Department of Environmental Protection
Bureau of Land Management
17 State House Station
32 Blossom Lane
Augusta, Maine 04333-0017

Overnight Mail
Maine DEP, {address tbd}

[View Submission](#)

[Return to Portal](#)

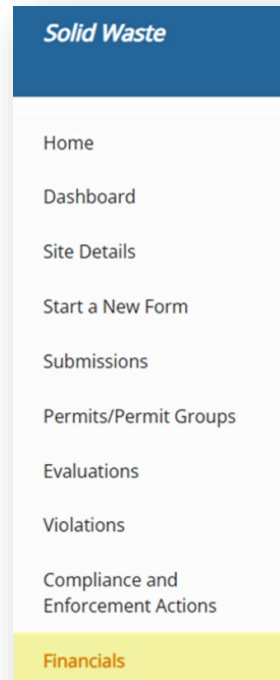
[I'd like to select a different payment method.](#)

Please note that Maine DEP must receive your payment before your submission can be processed.

If you exit the payment portal before completing a payment, your submission will save to your dashboard but will not be processed by the DEP until payment has been received.

To fix this, navigate to the MELS home page, then navigate to the Financials tab, as highlighted in Figure 7 below.

Figure 7: Financials Tab in MELS



Select open on the submission with an amount due, as highlighted in Figure 8 below.

Figure 8: Financials Search Page

Financials Search							
<input type="checkbox"/>	Description	Reference Number	Source Number	Date ↓	Due Date	Total Amount	Amount Due
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Land Licensing Consolidated Application: Natural Resources Protection Act (Individual Permit)	HQG-6DXW-B056J	HQG-6DXW-B056J	10/08/2025		\$428.00	\$428.00

Open

Select “Pay Online”, as highlighted in Figure 9 below.

Figure 9: Financial Details Page

Financial Details < Financials Land Licensing Consolidated

Details

Summary

Total Charges: \$428.00

Payments, Refunds: \$0.00

Amount Due: \$428.00

Due Date:

Charges

Type	Date ↑	Amount	Comments
Initial Charge	10/08/2025	\$428.00	Land Licensing Consolidated Application: Natural Resources Protection Act (Individual Permit);

Payments, Electronic Settlements [Pay Online](#)

Type	Date ↓	Status	Charge Amount	Processing Fee	Total Amount Paid	Confirmation Number
No results found						

Return to Figures 11 – 13 to complete the payment process.

Submitting a Payment Before Reviewing, Certifying, and Submitting (only Land Licensing Applications)

If you are submitting a Land Licensing consolidated application, you will be required to submit payment before reviewing, certifying, and submitting your application. On the Fee Total page, identify the product name (e.g., Stormwater Management Law), the permit type (e.g., Individual Permit), and the permit cost (e.g., \$598.00), as highlighted in Figure 10 below. Select the “DEP Payment Portal” link, as identified in the red box in Figure 10 below.

Figure 10: Link to DEP Payment Portal

The screenshot displays the 'Fee Total' step of a permit application process. On the left, a vertical progress bar shows four steps: 'Stormwater Permit' (completed with a checkmark), 'Fee Total' (current step with a dark circle), 'Review' (incomplete with a light circle), and 'Certify & Submit' (incomplete with a light circle). The main content area shows 'Total Fees' of 600.00. Below this, an information box with a yellow border and an 'i' icon contains the text: 'Online payment is required before submitting this application. Please pay online using the [DEP Payment Portal](#) for the list of products shown. Ensure that your total paid matches the total above. Enter your payment confirmation number below before submitting this application.' The link 'DEP Payment Portal' is highlighted with a red rectangular box. At the bottom, a yellow box titled 'Payment Portal Products' lists 'Stormwater Management Law (Individual Permit):\$598.00'.

Stormwater Permit

Fee Total

Review

Certify & Submit

Total Fees
600.00

Online payment is required before submitting this application. Please pay online using the [DEP Payment Portal](#) for the list of products shown. Ensure that your total paid matches the total above. Enter your payment confirmation number below before submitting this application.

Payment Portal Products
Stormwater Management Law (Individual Permit):\$598.00

The DEP Payment Portal will open. Select “Pay for Permit, License, Fee or Certification.” Complete all required fields, as highlighted in Figure 11 below. The “Add to Cart” button will turn blue when you are ready to continue. After selecting “Add to Cart,” you will be prompted to answer whether or not you would like to add another payment; select “No.”

Figure 11: Enter Payment Information

* = Required field.

Payment Information		Payment Method
Type a Product: *	Stormwater Management Law (Individual Permit)	<p>A service fee of \$2.00 will be added to the total amount paid by the customer at the end of the transaction.</p> <p><input checked="" type="radio"/> Credit Card</p> <p><input type="radio"/> Check or ACH (Automated Clearing House)</p>
Activity Type: *	New Application	
Payment Amount: *	598	
Comment (optional):		

[Add To Cart](#) [Go to Review](#) [Go To Contact](#)

Complete the contact and billing information fields. Select “Go to Review.” Review the Disclosure and Acknowledgement statement, select the checkbox to the left of the statement, as highlighted in Figure 12 below, and select “Continue.”

Figure 12: Review Payment and Agree to Disclosure and Acknowledgement Statement

This screenshot shows a light blue box containing the 'Disclosure and Acknowledgment' step. At the top left is a blue 'Edit' button. Below it, the text reads: 'Disclosure and Acknowledgment: The information listed above is true and accurate to the best of my knowledge. Checking the box below affirms that you agree with this statement and wish to continue and submit your payment information to the Dept. of Environmental Protection.' A yellow box with a checkmark icon contains the text: 'The disclosure statement has been read and agreed to by the individual representing this request.' At the bottom left is a blue 'Continue' button.

If you selected Credit Card, enter the required fields as highlighted in Figure 13 below. The “Submit Payment” button will turn blue when all required fields are complete.

Figure 13: Entering Credit Card Payment Information

This screenshot displays the credit card payment information entry form, divided into two main sections: 'Order Section' and 'Billing Address'. The 'Order Section' on the left shows the 'Amount' as '600.00 USD'. Below this is the 'Payment' section, which includes a 'PAYMENT CARD' header and logos for VISA, Mastercard, American Express, and Discover. The required fields for the card are highlighted in yellow: 'Card Number *', 'Expiration Date(MMY) *', and 'CVV2 *'. The 'Billing Address' section on the right also has a yellow highlight and includes fields for 'Company', 'First Name', 'Last name', 'Address1', 'Address2', 'City', 'State/Province', and 'Postal Code'. At the bottom center is a grey 'Submit Payment' button. Below the button is a link to 'Elavon Privacy Policy' and a 'Secure Payment' logo featuring a padlock icon.


If you selected ACH or check, enter the required fields as highlighted in Figure 14 below. Review the disclosure statement then select the checkbox next to “I Agree.” The “Submit Payment” button will turn blue when all required fields are complete.

Figure 14: Entering ACH/Check Payment Information

Order Section	Billing Address
<div>Amount 600.00 USD</div> <div>Payment</div> <div><div>CHECK</div><div><div>Bank Routing Number *</div><div>Bank Account Number *</div><div>Bank Account Type <input checked="" type="radio"/> Personal <input type="radio"/> Business</div><div><p>By Clicking the "I Agree" box below, you authorize MAINE DEP 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 \$600.00. 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.</p><div><input type="checkbox"/> I Agree</div></div></div></div>	<div>Company</div> <div><div>First Name *</div><div>Last name *</div><div>First Name is requiredLast name is required</div><div>Address1</div><div>Address2</div><div><div>City</div><div>State/Province</div><div>Postal Code</div></div></div>

Submit Payment

[Elavon Privacy Policy](#)

 **Secure**
Payment

Document the “Receipt ID” number, as highlighted in Figure 15 below.

Figure 15: Receipt ID

Product	Reference Number	Customer Number	Payment Amount	Comments
Stormwater Management Law (Individual Permit)	N/A		\$598.00	

Receipt ID: 12813
Transaction Date: 6/4/2025 6:42:17 PM

Transaction Summary	
Payment	\$598.00
Service Fee	\$2.00
Total	\$600.00

Return to your application and enter the Receipt ID number and Payment Portal Amount Paid, as seen in Figure 7 below.

Figure 16: Completing Fee Total Section of Application

Stormwater Permit

Fee Total

Review

Certify & Submit

Fullscreen

RECEIPT ID

12813

ADD ROW

Payment Confirmations

Attach a copy of all payment confirmations showing the total paid.

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload

OR

CHOOSE FILE

Comment

Payment Portal Amount Paid

600.00

Please note that the Payment Portal Amount Paid should match the Total field from your Maine DEP Payment Receipt (see Figure 15).

Review, certify, and submit the application. Your application has been submitted when the “Submission Complete” page appears, as seen in Figure 17 below.

Figure 17: Submission Complete

The screenshot shows a web interface for a submission confirmation. At the top left, the text 'Submission Complete' is underlined. To its right is a light blue button labeled 'Print Confirmation'. Below this is a grey-bordered box containing the title 'Land Licensing Consolidated Application - Simon' and a breadcrumb trail: 'Site: Welcome', 'Submission HQD-3PQE-HX3S5', 'Revision 1', and 'Form Version 1.3'. Underneath the box, a message states: 'Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.' At the bottom, there are two buttons: 'View Submission' (blue) and 'Return to Portal' (teal).

Submission Complete

Print Confirmation

Land Licensing Consolidated Application - Simon
Site: Welcome Submission [HQD-3PQE-HX3S5](#) Revision 1 Form Version 1.3

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

View Submission Return to Portal