



Paying WPCF Onsite Invoices and Penalties

Version 1.0

April 2025



State of Oregon
Department of Environmental Quality

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Version 1.0
Last updated: April 2, 2025



Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

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System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.



[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

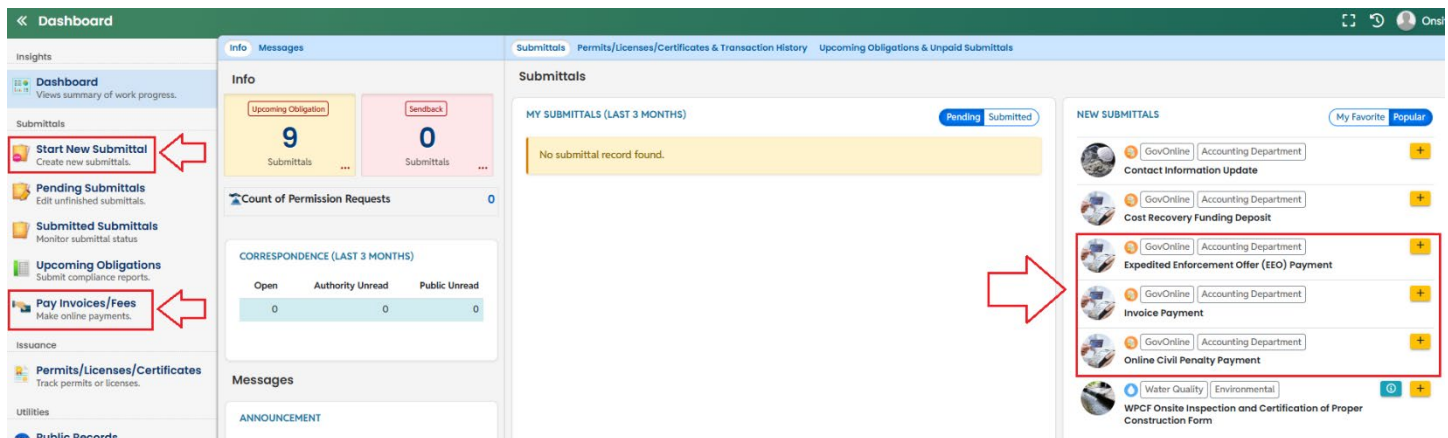
Recommended browser: Google Chrome.

Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online Help page](#)

1. How to Pay Invoices and Penalties

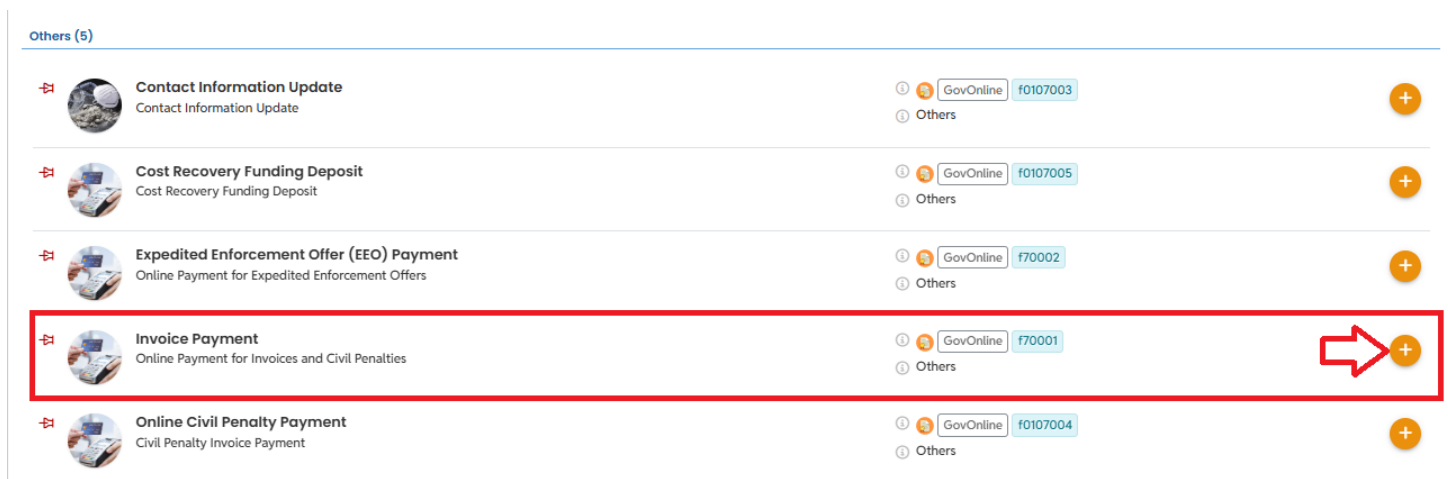
This document provides information to the owner of a facility that needs to renew, modify or terminate an existing Water Pollution Control Facilities Onsite permit coverage in [Your DEQ Online](#).

Login to your account on the [Your DEQ Online Public Portal](#). From the Dashboard, expand the left menu by clicking on the menu icon « at the top left-hand corner of the screen. Make payments through the Pay Invoice/Fees page  **Pay Invoices/Fees** Make online payments. or through the Start New Submittal page  **Start New Submittal** Create new submittals.



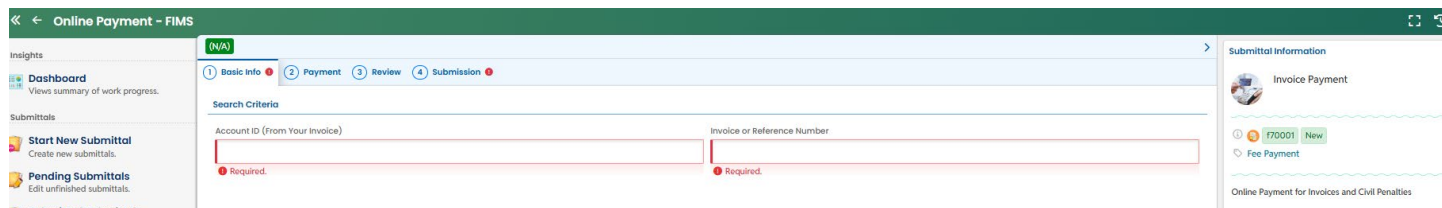
2. Pay invoices

To pay an invoice, select “Pay invoices/Fees” from the menu. Click the add icon + to the right of the Invoice Payment option.



2.1. Basic info tab

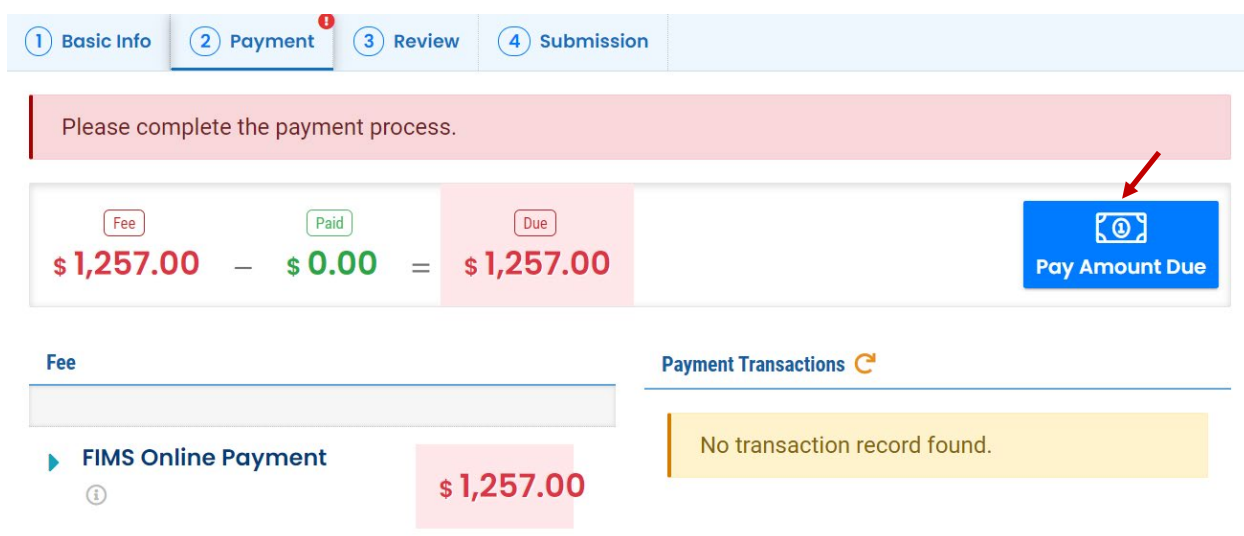
On the Basic Info tab, enter the Account ID and the Invoice Number from your invoice into the applicable search criteria fields.



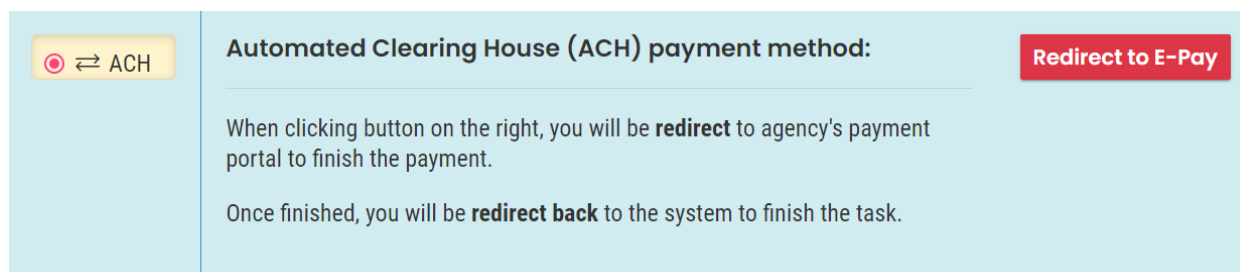
Click the save icon  in the lower right of the screen to save your entry and proceed to the Payment tab.


2.2. Payment tab

On the payment tab, the fee associated with the invoice will be populated based on the invoice information provided on the previous tab. Click the “Pay Amount Due” button to complete the payment process.



To make an electronic payment, select the “ACH” radio dial and click the “Redirect to E-Pay” button to the left of the screen. You will be redirected to the e-payment system, where you can make an electronic payment directly from a checking or savings account. Credit card payments are also an option.



Click the save icon  in the lower right of the screen to save your progress and proceed to the Review tab.

2.3. Review tab

On the review tab, review your submittal for anything outstanding, including payment information and attachments if required. Make updates as needed until there are no more alerts, then proceed to the Submission tab.

1 Basic Info


2 Payment

3 Review

4 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓Basic Info

Payment

Fee

\$ 1,257.00

+

Service

\$ 0.00

-


Paid

\$ 0.00

=

Due

\$ 1,257.00

Click the save icon  in the lower right of the screen to save your progress and proceed to the Submission tab.

2.4. Submission tab

On the submission tab, click the button to indicate that you have read and agree to the Certification Statement.

1 Basic Info

2 Payment

3 Review

4 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

☒ I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the pin number you set up with your password. You will need to answer a security question and provide your pin number with every submission.

Security Question & PIN Number

Security Question: what is the last name of your favorite teacher? *

☐ Show Question Answer

PIN: *

Finally, review the Security Precautions and Disclaimer statements and click “Submit”.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.


Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.








Submit

3. Pay Penalties

To pay an invoice, select “Pay invoices/Fees” from the menu. Click the add icon  to the right of the Invoice Payment option.

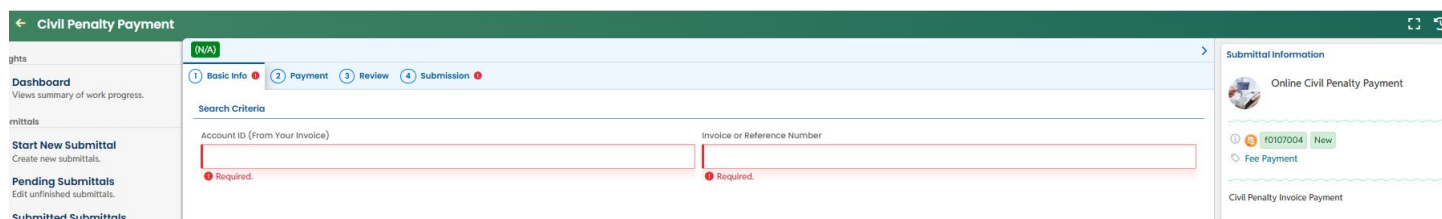
Paying WPCF Onsite Invoices and Penalties

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Others (5)		
	Contact Information Update Contact Information Update	GovOnline f0107003 Others
	Cost Recovery Funding Deposit Cost Recovery Funding Deposit	GovOnline f0107005 Others
	Expedited Enforcement Offer (EEO) Payment Online Payment for Expedited Enforcement Offers	GovOnline f70002 Others
	Invoice Payment Online Payment for Invoices and Civil Penalties	GovOnline f70001 Others
	Online Civil Penalty Payment Civil Penalty Invoice Payment	GovOnline f0107004 Others

3.1. Basic info tab

On the Basic Info tab, enter the Account ID and the Invoice Number from your invoice into the applicable search criteria fields.




Click the save icon  in the lower right of the screen to save your entry and proceed to the Payment tab.

3.2. Payment tab

On the payment tab, the fee associated with the invoice will be populated based on the invoice information provided on the previous tab. Click the “Pay Amount Due” button to complete the payment process.

To make an electronic payment, select the “ACH” radio dial and click the “Redirect to E-Pay” button to the left of the screen. You will be redirected to the e-payment system, where you can make an electronic payment directly from a checking or savings account. Credit card payments are also an option.

Click the save icon  in the lower right of the screen to save your progress and proceed to the Review tab.

3.3. Review tab

On the review tab, review your submittal for anything outstanding, including payment information and attachments if required. Make updates as needed until there are no more alerts, then proceed to the Submission tab.

Paying WPCF Onsite Invoices and Penalties

Version 1.0

1 Basic Info


2 Payment

3 Review

4 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.


Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓Basic Info

Payment

Fee	+	Service	-	Paid	=	Due
\$ 1,257.00		\$ 0.00		\$ 0.00		\$ 1,257.00

Click the save icon  in the lower right of the screen to save your progress and proceed to the Submission tab.

3.4. Submission tab

On the submission tab, click the button to indicate that you have read and agree to the Certification Statement.

1 Basic Info

2 Payment

3 Review

4 Submission

Certification Statement

Declaration of accuracy information provided: *

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☒ I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the pin number you set up with your password. You will need to answer a security question and provide your pin number with every submission.

Security Question & PIN Number

Security Question: what is the last name of your favorite teacher? *

☐ Show Question Answer

PIN: *

Finally, review the Security Precautions and Disclaimer statements and click “Submit”.

Security Precautions

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Disclaimer

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Submit

4. Pay Expedited Enforcement Offer

To pay an Expedited Enforcement Offer (EEO), select “Pay invoices/Fees” from the menu. Click the add icon  to the right of the Invoice Payment option.

Paying WPCF Onsite Invoices and Penalties

Version 1.0

Pay Invoices/Fees

You have 10 unfinished submittals waiting to be finished.

Others (5)

Icon	Submittal Name	Description	GovOnline ID	Others	Action
	Contact Information Update	Contact Information Update	f0107003	Others	+
	Cost Recovery Funding Deposit	Cost Recovery Funding Deposit	f0107005	Others	+
	Expedited Enforcement Offer (EEO) Payment	Online Payment for Expedited Enforcement Offers	f70002	Others	+
	Invoice Payment	Online Payment for Invoices and Civil Penalties	f70001	Others	+
	Online Civil Penalty Payment	Civil Penalty Invoice Payment	f0107004	Others	+

4.1. Basic info tab

On the Basic Info tab, enter the EEO Enforcement Number into the search criteria field.

Online Penalty Payment - FIMS

(N/A)

1 Basic Info 2 Payment 3 Review 4 Submission

Search Criteria

Enforcement Number

Required.

Submittal Information

Expedited Enforcement Offer (EEO) Payment

GovOnline ID: f70002 New

Fee Payment

Online Payment for Expedited Enforcement Offers

Click the save icon  in the lower right of the screen to save your entry and proceed to the Payment tab.

4.2. Payment tab

On the payment tab, the fee associated with the EEO will be populated based on the information provided on the previous tab. Click the “Pay Amount Due” button to complete the payment process.

Paying WPCF Onsite Invoices and Penalties

Version 1.0

1 Basic Info

2 **Payment**

3 Review

4 Submission

Please complete the payment process.

Fee

\$ 1,257.00

–


Paid

\$ 0.00

=

Due

\$ 1,257.00



Pay Amount Due

Fee

Payment Transactions 

 FIMS Online Payment

\$ 1,257.00

No transaction record found.

To make an electronic payment, select the “ACH” radio dial and click the “Redirect to E-Pay” button to the left of the screen. You will be redirected to the e-payment system, where you can make an electronic payment directly from a checking or savings account. Credit card payments are also an option.


☒ ACH

Automated Clearing House (ACH) payment method:

Redirect to E-Pay

When clicking button on the right, you will be **redirect** to agency's payment portal to finish the payment.

Once finished, you will be **redirect back** to the system to finish the task.

Click the save icon  in the lower right of the screen to save your progress and proceed to the Review tab.

4.3. Review tab

On the review tab, review your submittal for anything outstanding, including payment information and attachments if required. Make updates as needed until there are no more alerts, then proceed to the Submission tab.

Paying WPCF Onsite Invoices and Penalties

Version 1.0

1 Basic Info


2 Payment

3 Review

4 Submission

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✓Basic Info

Payment

Fee	+	Service	-	Paid	=	Due
\$ 1,257.00		\$ 0.00		\$ 0.00		\$ 1,257.00

Click the save icon  in the lower right of the screen to save your progress and proceed to the Submission tab.

4.4. Submission tab

On the submission tab, click the button to indicate that you have read and agree to the Certification Statement.

1 Basic Info

2 Payment

3 Review

4 Submission

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Security Question & PIN Number

Security Question: what is the last name of your favorite teacher? *

☐ Show Question Answer

PIN: *

Finally, review the Security Precautions and Disclaimer statements and click “Submit”.

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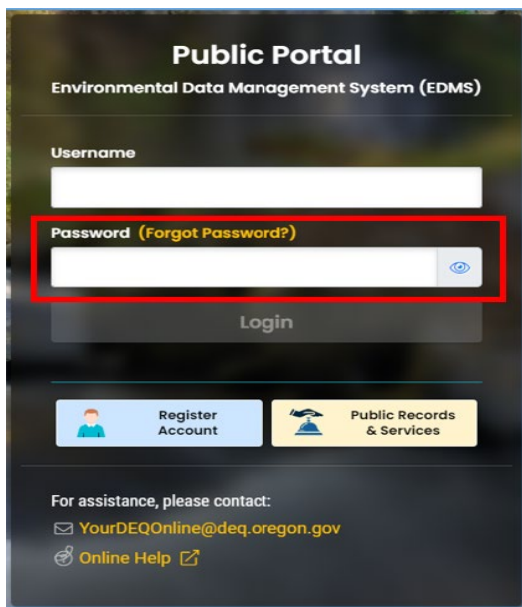


Submit

5. Password, Pin, Security Questions

5.1. Password

To reset your password, select “Forgot Password” from the [Your DEQ Online portal login](#) page. You will be asked to enter the email address associated with your account, and you will receive a temporary password through email.



Public Portal
Environmental Data Management System (EDMS)

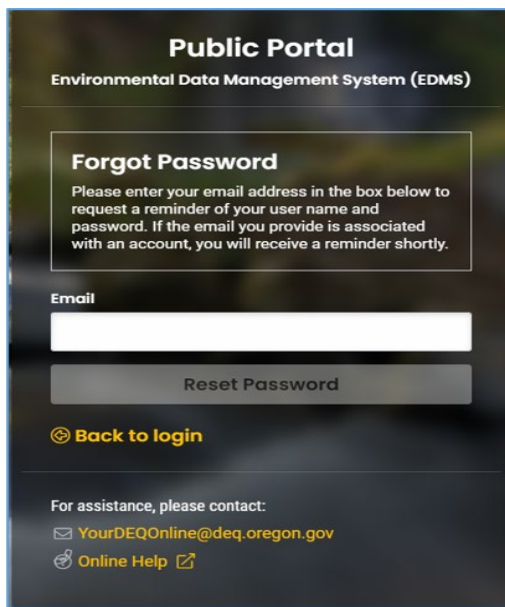
Username

Password (Forgot Password?)

Login

[Register Account](#) [Public Records & Services](#)

For assistance, please contact:
✉ YourDEQOnline@deq.oregon.gov
🔗 [Online Help](#)



Public Portal
Environmental Data Management System (EDMS)

Forgot Password
Please enter your email address in the box below to request a reminder of your user name and password. If the email you provide is associated with an account, you will receive a reminder shortly.

Email

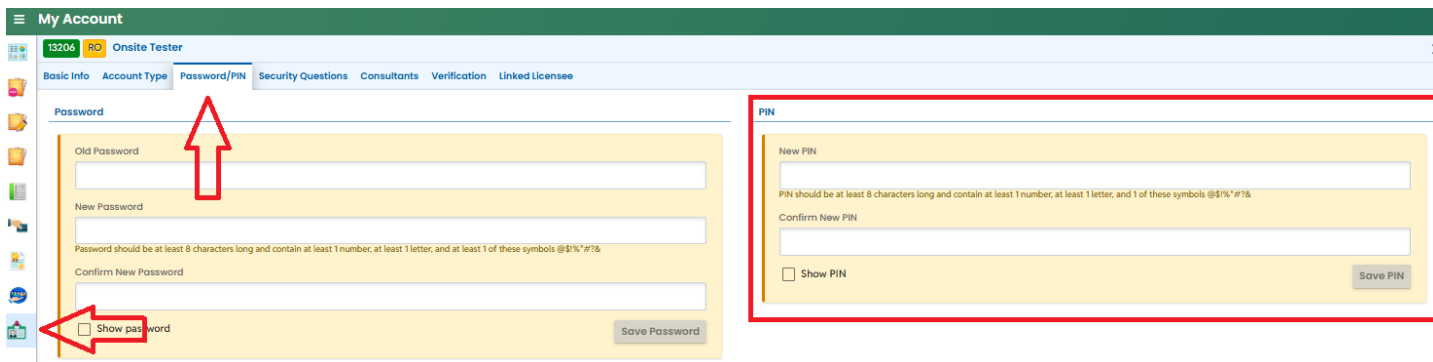
Reset Password

🔗 [Back to login](#)

For assistance, please contact:
✉ YourDEQOnline@deq.oregon.gov
🔗 [Online Help](#)

5.2. Pin

Responsible Officials use a pin number in the completion of submittals. To reset your pin number, go to “My Account” and select the “Password/Pin” tab. Enter a new pin number and click “Save Pin” to update.



My Account
13206 RO Onsite Tester

Basic Info Account Type **Password/PIN** Security Questions Consultants Verification Linked Licensee

Password

Old Password

New Password

Confirm New Password

Save Password

☐ Show password

PIN

New PIN


PIN should be at least 8 characters long and contain at least 1 number, at least 1 letter, and 1 of these symbols @\$%*#?&.

Confirm New PIN

☐ Show PIN

Save PIN

5.3. Security Questions

To complete submittals, Responsible Officials are asked a randomly generated question from the 5 security questions in their account security settings. To reset your security questions, go to “My Account” and select the “Security Questions” tab. Enter new security questions and select  to save.

My Account

13204 RD Onsite Tester

Basic Info Account Type Password/PIN **Security Questions** Consultants Verification Linked Licensee

1 Q what is your favorite painting or photo? A

2 Q where did you first meet your spouse? A

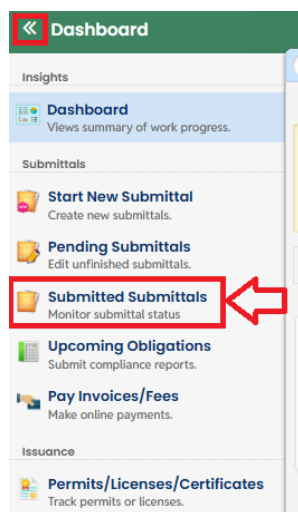
3 Q what is the name of your home town newspaper? A

4 Q what is your favorite song? A


5 Q where did you graduate from high school? A

6. Tracking and Managing Submittals



Responsible Officials and consultant accounts can track the status of their submittal in the Submitted Submittals module. From the Dashboard, expand the left menu by clicking on the menu icon « at the top left-hand corner of the screen. Select the 'Submitted Submittals' icon 📁 .





Locate the submittal you would like to monitor by selecting the orange eye icon 👁 .



YDO WPCF Onsite


Water Quality
85843



4026 Fairview Industrial Dr SE, Salem, OR 97302-1142 (Marion County)






WPCF Onsite Plan Review Request

Complete Submittal

Action New

Onsite Tester

3/21/2025 Today

6.1. Submittal summary tab

Review the status of your submittal, request a revision, withdrawal or amendment.

Submittal Summary

Attachment 2

Issuance

Email History 1

Payment

Correspondence

Case Review Summary

Payment Due
\$ 1,254.24
Fee: \$1,206.00 / Service: \$48.24

Status

Complete Submittal

by

▼

History

3/21/2025

Onsite Tester

Submit

3/20/2025

Onsite Tester

Save

Submittal Summary

WPCF Onsite Plan Review Request

WPCF Onsite Plan Review Request

85843

f60124

Environmental

Water Quality

3/21/2025

Today

Send the request for Revision/Withdrawal/Amend to the administrator

☐ Revision

☐ Withdrawal

☐ Amend

Please enter the Request Reason.

Revision : Revision requests would create a new submittal record apart from the original submission for users to update. The original submittal will be archived/locked.

Withdrawal : Withdrawal requests would allow users to withdraw the submission from the Authority site.

Amend : Amend requests would allow users to modify the data on the current submitted record. No new submittal record shall be created.

Send Request

Review submittal documents, including the form, receipt and attachments.

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Review Flow

1

Assign Permit Writer

2

Plan Completeness Review

3

Request for Additional Information

Send Back Comments

3/21/2025

JESSICA JOYE

Send Back Reason: Plan review request is incomplete. Please see incomplete plan review letter.

Submittal Documents

Send Back Attachments

incomplete PLANS.doc

sendback

Forms/Receipt

WPCF Onsite Plan Review Request

Receipt of WPCF Onsite Plan Review Request

Attachments

Project Description and Facility Plans.pdf

Project Description and Plans

General LUCS.pdf

LUCS

6.2. Attachment tab

Review the attachments provided with the submittal.

Submittal Summary

Attachment 2

Issuance

Email History 2

Payment

Correspondence

Files Names

File info/ Updated Date

1

Project Description and Facility Plans.pdf

PDF

Doc Type Project Description and Plans

PDF 1,156 KB 3/20/2025 v1

2

General LUCS.pdf

PDF

Doc Type LUCS

PDF 1,059 KB 3/20/2025 v1

2 Results

6.3. Issuance Tab

Review issuance and supporting documents issued by DEQ in response to your submittal. This is where you will find issued permits and approvals for your submittal.

Submittal Summary

Attachment 2

Issuance 1

Email History 3

Payment

Correspondence

Issuance Documents

Final Documents

planapproval

Issued

Document # Plan approved

3/21/2026

6.4. Email history tab

Review all email correspondence related to the submittal. Click on the blue arrow to the left of the subject and expand the record to review the detailed correspondence.

85843 Authority Review Completed

Submittal Summary Attachment 2 Issuance 1 Email History 4 Payment Correspondence

Subject	From/To	Sent on
▶ 1 [UAT] Submission Received	<div>Fm YourDEQOnline@govonlineaas.com</div> <div>To jessica.joye@deq.oregon.gov</div>	3/21/2025, 11:23:43 AM ✓
▶ 2 [UAT] Application Send Back	<div>Fm YourDEQOnline@govonlineaas.com</div> <div>To jessica.joye@deq.oregon.gov</div>	3/21/2025, 11:54:59 AM ✓
▶ 3 [UAT] Submission Received	<div>Fm YourDEQOnline@govonlineaas.com</div> <div>To jessica.joye@deq.oregon.gov</div>	3/21/2025, 11:58:45 AM ✓
▶ 4 [UAT] Reporting Obligation Notice	<div>Fm YourDEQOnline@govonlineaas.com</div> <div>To jessica.joye@deq.oregon.gov</div>	3/21/2025, 12:02:00 PM ✓

4 Results

6.5. Payment tab

Review payment history, see any outstanding payments and make payments if necessary. To make a payment, follow the detailed instructions for the submittal type.

Paying WPCF Onsite Invoices and Penalties

Version 1.0

Submittal Summary
Attachment 2
Issuance 1
Email History 4
Payment
Correspondence

Reminder: Payment of \$1,254.24 is due until the full amount has been received and posted.

Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 1,206.00	+ \$ 48.24	- \$ 0.00	= \$ 1,254.24	\$ 1,254.24

Fees

5,000 gpd

- Permit/License/Certificate Fee \$1,206.00
- 3/21/2025
- Commercial Facility Design Capacity 5,000 gpd

Technology Fee

- Additional Fee \$ 48.24
- 3/21/2025
- The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

2 Results

Payment Transactions

Reminder: Payment of \$1,254.24 is due until the full amount has been received and posted.

Check by Mail
3/21/2025
\$ 0.00

1 Results

6.6. Correspondence tab

Use the correspondence tab to communicate with DEQ WPCF Onsite staff regarding your submittal. Message history will be captured below the chat box.

Workflow 7
Issuance 2
Attachment 3
Payment
Executive Decision
Email History 3
Correspondence
Public Comments
Workflow Templates

Start a correspondence thread...
Post

Correspondence Date/Time
mm/dd/yyyy --:--

Agency JESSICA JOYE 3/21/2025, 12:08:00 PM 3/21/2025
Hello. I have reviewed and approved your plans. Please refer to the plan approval letter found under the issuance tab.
0 Reply

Reply message...
(Remaining Length: 4000)
Close Reply

1 Results

7. WPCF Onsite Regional Contacts

Information about WPCF Onsite water quality permits and DEQ's regulations may be obtained from the DEQ web page at <http://www.oregon.gov/deq/>. All inquiries about this permit should be directed to the regional office for the area where the source is located. DEQ's regional offices are as follows:

Counties	Office Address and Telephone
Clackamas, Clatsop, Columbia, Marion, Multnomah, Tillamook, and Washington	Department of Environmental Quality Western Region 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240

Counties	Office Address and Telephone
Benton, Douglas, Lane, Lincoln, Linn, Polk, and Yamhill	Department of Environmental Quality Western Region 165 E 7 th Ave, Suite 100 Eugene, OR 97401 Telephone: (541) 686-7838
Coos and Curry	Department of Environmental Quality Coos Bay Office 465 Elrod Ave, Suite 202 Coos Bay, OR 97420 Telephone: (541) 269-2721 ext. 0
Jackson and Josephine	Department of Environmental Quality Medford Office 221 Stewart Ave, Suite 201 Medford, OR 97501 Telephone: (541) 776-6010
Crook, Deschutes, Harney, Klamath and Lake	Department of Environmental Quality Bend Office 475 NE Bellevue, Suite 110 Bend, OR 97701 Telephone: (541) 388-6146
Baker, Malheur, Umatilla, Union, and Wallowa	Department of Environmental Quality Pendleton Office 800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 Telephone: (541) 276-4063
Gilliam, Grant, Hood River, Jefferson, Morrow, Sherman, Wasco and Wheeler.	Department of Environmental Quality The Dalles Office 400 E. Scenic Dr. Suite 307 The Dalles, OR 97058 Telephone: (541) 298-7255

8. Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

9. Revision history

Revision	Date	Changes	Editor
1.0	3/28/2025	Initial draft	J.Joye
1.0	5/12/2025	Style and formatting edits	A.Hallmark