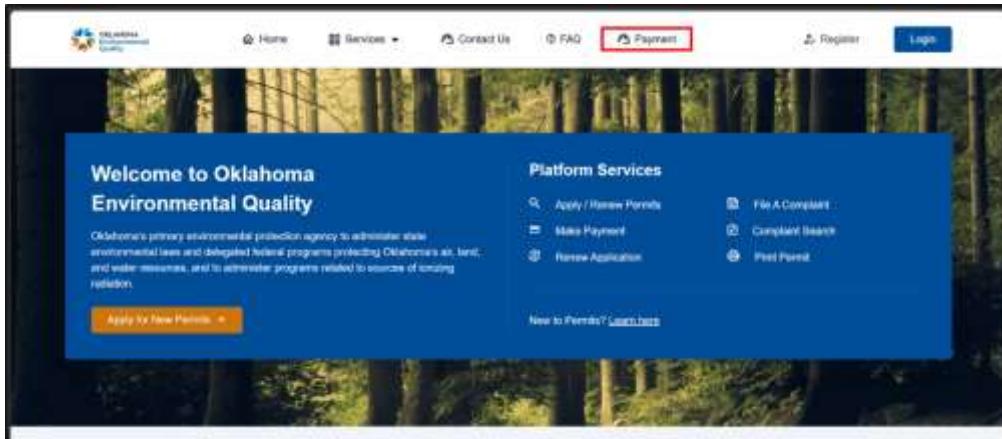




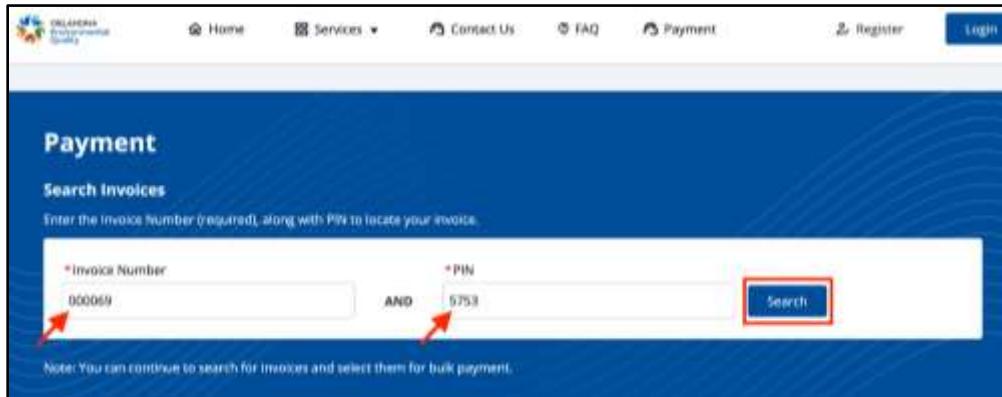
Payment by Proxy

To make a proxy payment through the DEQ Portal, follow these steps:

1. Click on the Payment button.



2. Enter the **Invoice Number** and **PIN** located on the DEQ invoice, then click the **Search** button.





Payment by Proxy

3. To make a payment, click on the **Pay** button.

Notes:

- Use the **Download** button to download the invoice.
- The **Select** button allows you to select single or multiple line items (if any) and make one payment at a time.

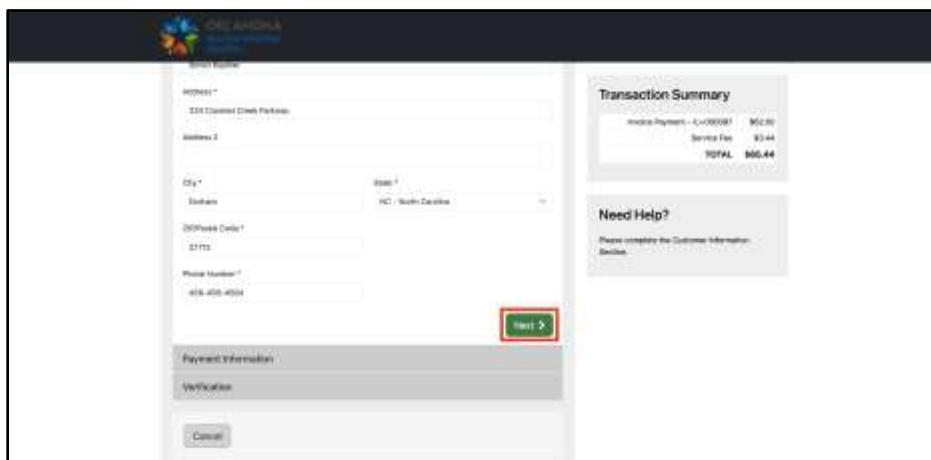
The screenshot shows the 'Search Invoices' page. At the top, there are fields for 'Invoice Number' and 'PIN' with an 'AND' connector, and a 'Search' button. Below this is a note: 'Note: You can continue to search for invoices and select them for bulk payment.' The 'Search Result' table has columns: Invoice #, Description, Amount Due, Due Date, Status, and Action. A single row is shown for 'INV-000069' with 'Simon Kophler - initial' as the description, '\$62' as the amount due, '12/09/2025' as the due date, and 'Open' as the status. The 'Action' column contains three buttons: 'Select', 'Pay', and 'Download', each with a red arrow pointing to it.

4. Enter the **First Name**, **Last Name**, and **Email Address**. Re-enter the email address in the **Confirm Email Address** text box, then click the **Proceed** button.

The screenshot shows the 'Payment' page. It has a 'Payment' section with the text: 'Easily pay invoices on behalf of multiple people with complete security and control. Please enter your details to proceed.' Below this are four input fields: 'First Name' (with value 'Simon'), 'Last Name' (with value 'Kophler'), 'Email Address' (with value 'pratik.joshi@kophler.com'), and 'Confirm Email Address' (with value 'pratik.joshi@kophler.com'). The 'Proceed' button at the bottom is highlighted with a red box.

Payment by Proxy

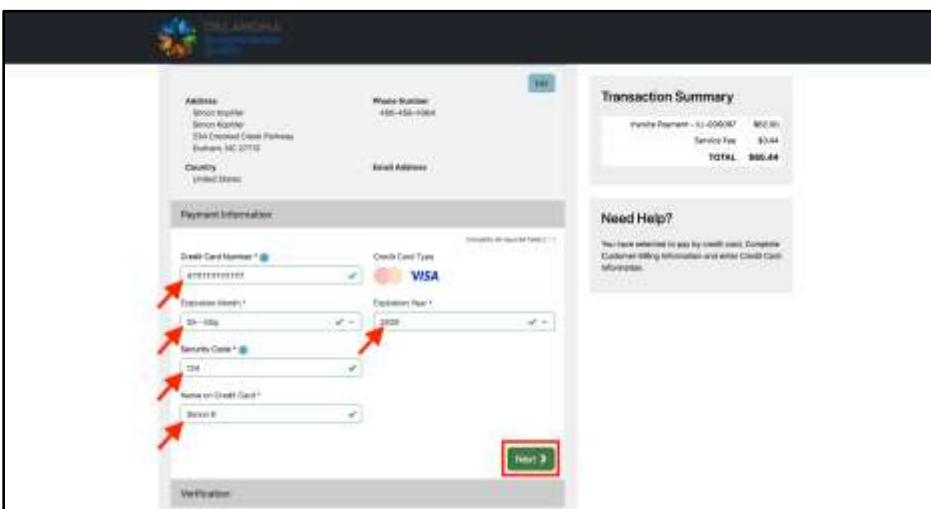
5. Verify information, then click the **Next** button.



Address 1: 2344 Crossland Creek Parkway
Address 2:
City: Broken Arrow
State: OK
Zipcode: 74011
Phone Number: 405-456-4504
Next >

Payment Information
Verification
Cancel

6. In the Payment Information section, enter the **Credit Card Number**, **Expiration Month**, **Security Code**, and **Name on Credit Card**, then click the **Next** button.

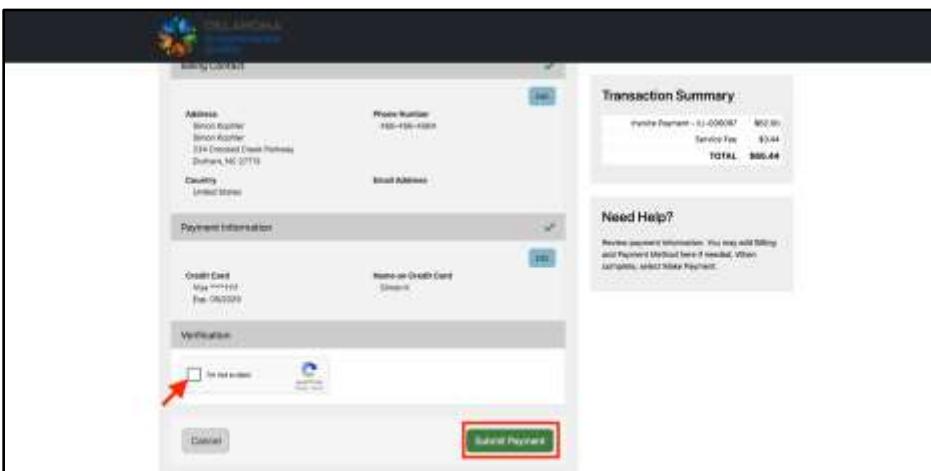


Address: Broken Arrow
City: Broken Arrow
State: OK
Zipcode: 74011
Country: United States
Phone Number: 405-456-4504
Email Address: Sharon.B@ok.gov

Payment Information
Credit Card Number: 4711111111111111
Credit Card Type: VISA
Expiration Month: 08-08
Expiration Year: 2028
Security Code: 1234
Name on Credit Card: Sharon B.
Next >

Verification
Cancel

7. Select the **Verification** checkbox, then click the **Submit Payment** button.



Address: Broken Arrow
City: Broken Arrow
State: OK
Zipcode: 74011
Country: United States
Phone Number: 405-456-4504
Email Address: Sharon.B@ok.gov

Payment Information
Credit Card: Visa
Name on Credit Card: Sharon B.

Verification
 I'm not a robot
Submit Payment

End of User Guide.