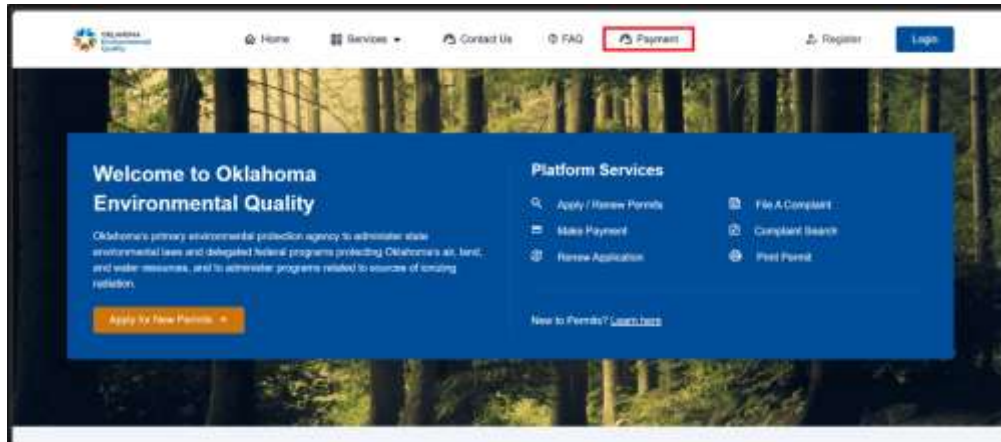


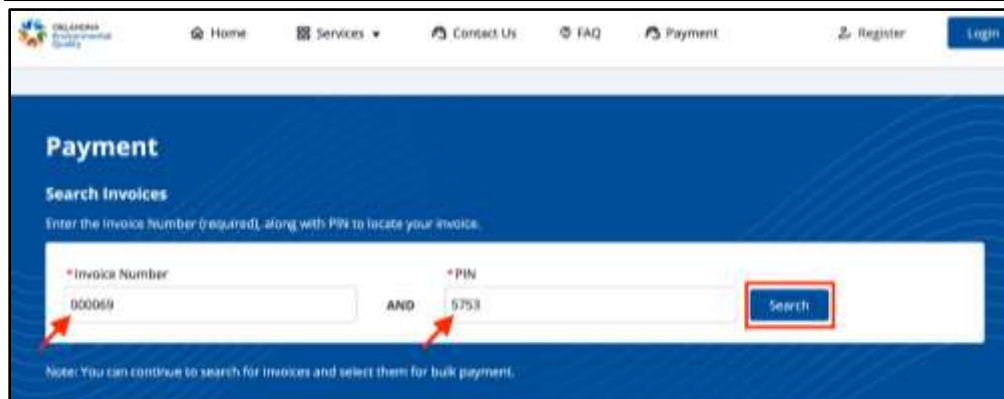
Payment by Proxy

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.

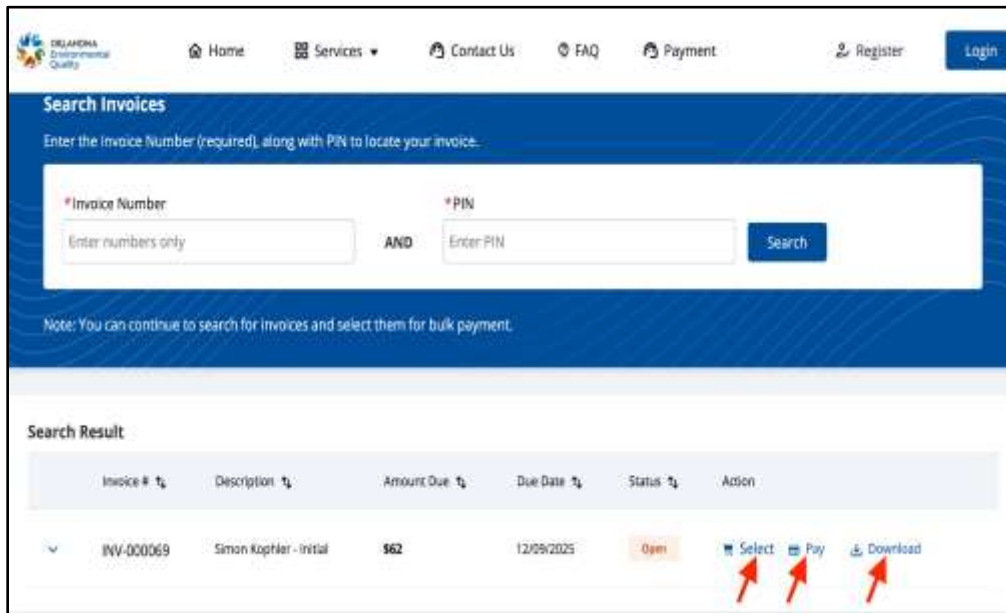


Payment by Proxy

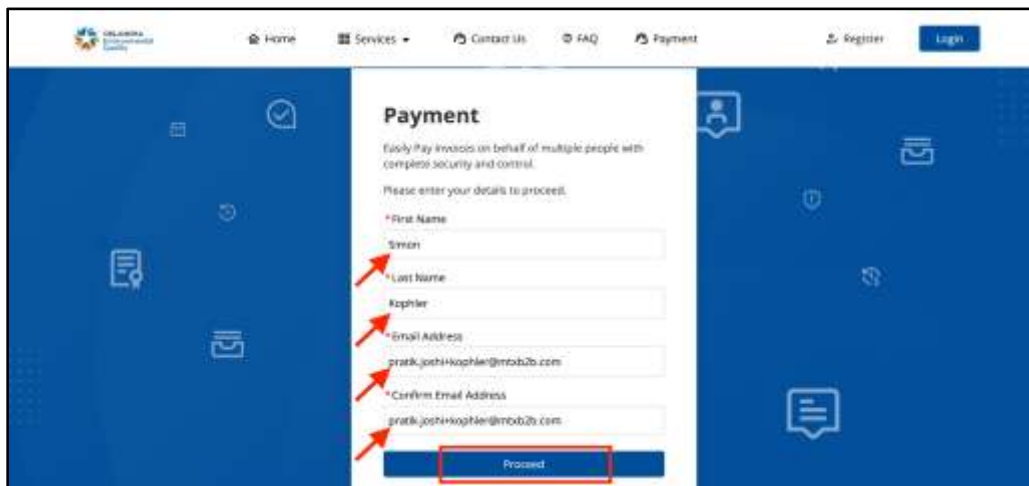
- To make a payment, click on the **Pay** button.

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.

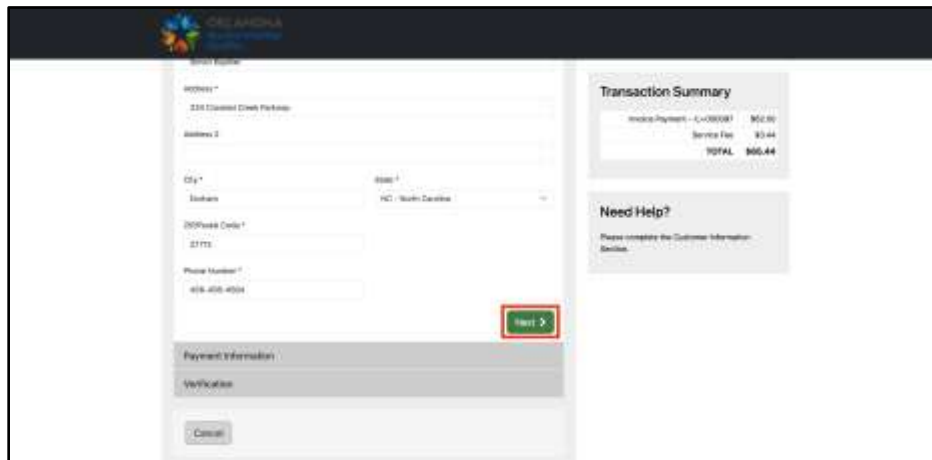


- Enter the **First Name**, **Last Name**, and **Email Address**. Re-enter the email address in the **Confirm Email Address** text box, then click the **Proceed** button.

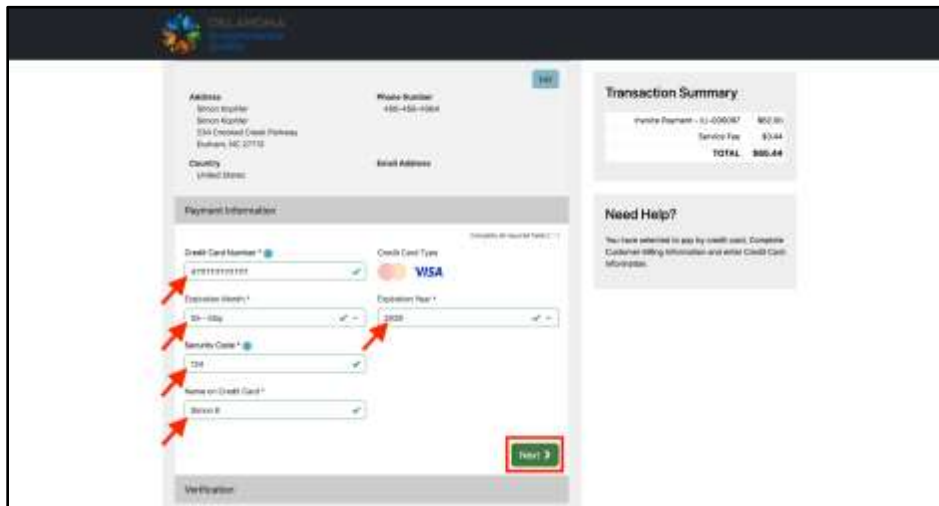


Payment by Proxy

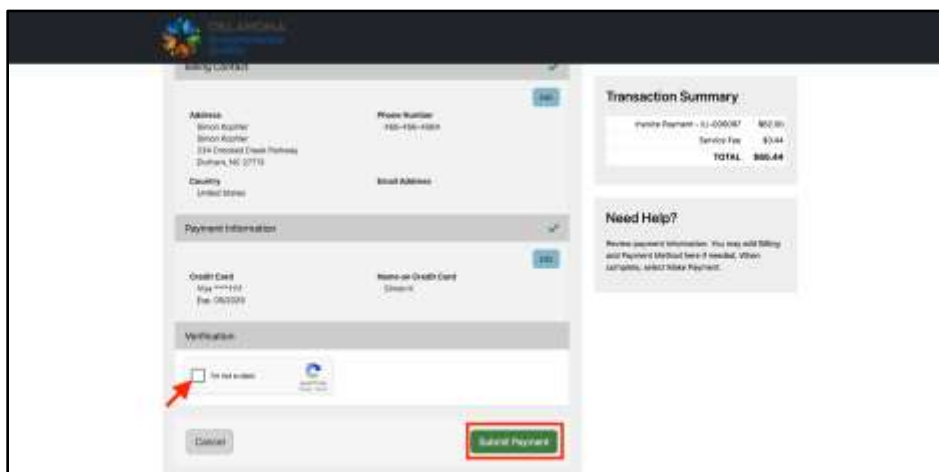
5. Verify information, then click the **Next** button.



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.



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



End of User Guide.