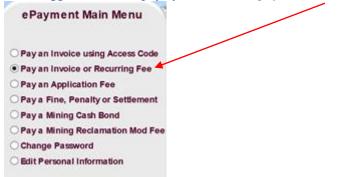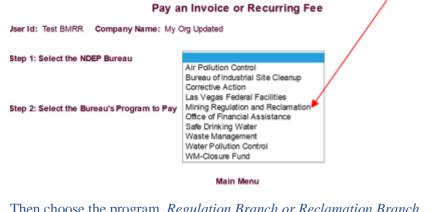# HOW TO USE E-PAY

Once logged into the e-pay system, choose *pay an invoice or recurring fee* and select continue.

Then choose the bureau to pay, *Mining Regulation and Reclamation* and select continue.

Then choose the program, *Regulation Branch or Reclamation Branch*.

Once the bureau program is selected, the following shows on the screen. This is where you can enter the amount paid, permit number and a brief description. Click on the *Add button,* then select continue.

Verify the company information on the next screen, select continue if all is correct, and the next screen is where you can enter the bank information (routing number and account number) or you can choose *pay with a credit card.* There is a 2.5% service fee when paying with a credit card.