Using the Wells Fargo Payment Site
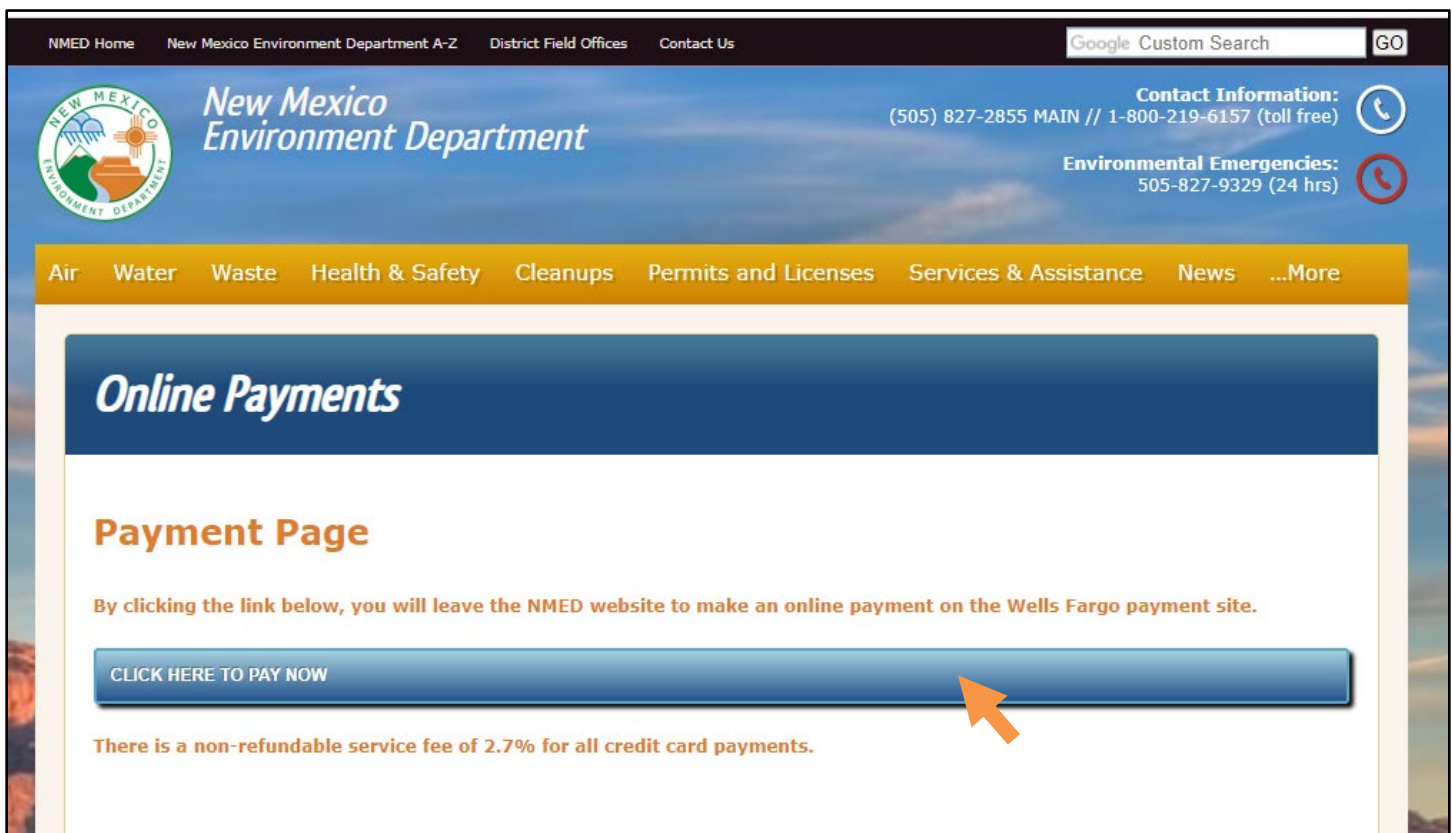
Log into Wells Fargo Payment Site

1. You will receive an email from NMED with a link or you can click here: https://www.env.nm.gov/online-payments/payment-page/ Click on "Click Here to Pay Now" to go to the payment portal.

2. The page opens in the "Login" tab, so if you haven't enrolled in the payment portal, you need to click on the "Pay Now" tab. It will go from asking for Login ID and Password to asking for Email and Zipcode.

3. Enter your email and zipcode, click the green "Pay Now" button, and you are logged into your account.

Enrolling in the Payment Portal

- Enrolling lets you create your own login ID and password, and save payment methods for future use.
- You do not have to enroll to make a payment, but it helps if you manage multiple locations associated with different zipcodes.
- If you just want to make a payment, skip to the next section "Review your Invoice."

1. On the login page, click on "Enroll".

2. Its going to ask you for your email and zipcode. **These need to be the ones that NMED associates with your account.** If you're not sure, or you get an error message, please contact us.

3. It will let you review and change some parts of your profile. **You cannot change the greyed portions of your contact info.** Click to Continue to Login & Password.

4. Then it will ask you to create a Login ID and Password and select an Image and provide a Label (this can be anything you want) and answer 5 security questions. Then click Continue to Payment Accounts.

5. You can enter payment information if you want to be able to save it to use later. Or choose Add Later and click Finish Enrollment.

6. You will see this screen, and that means it sent an activation email to your email account.

7. Check your email for a message that looks like this. Click on the Activate button in the email.
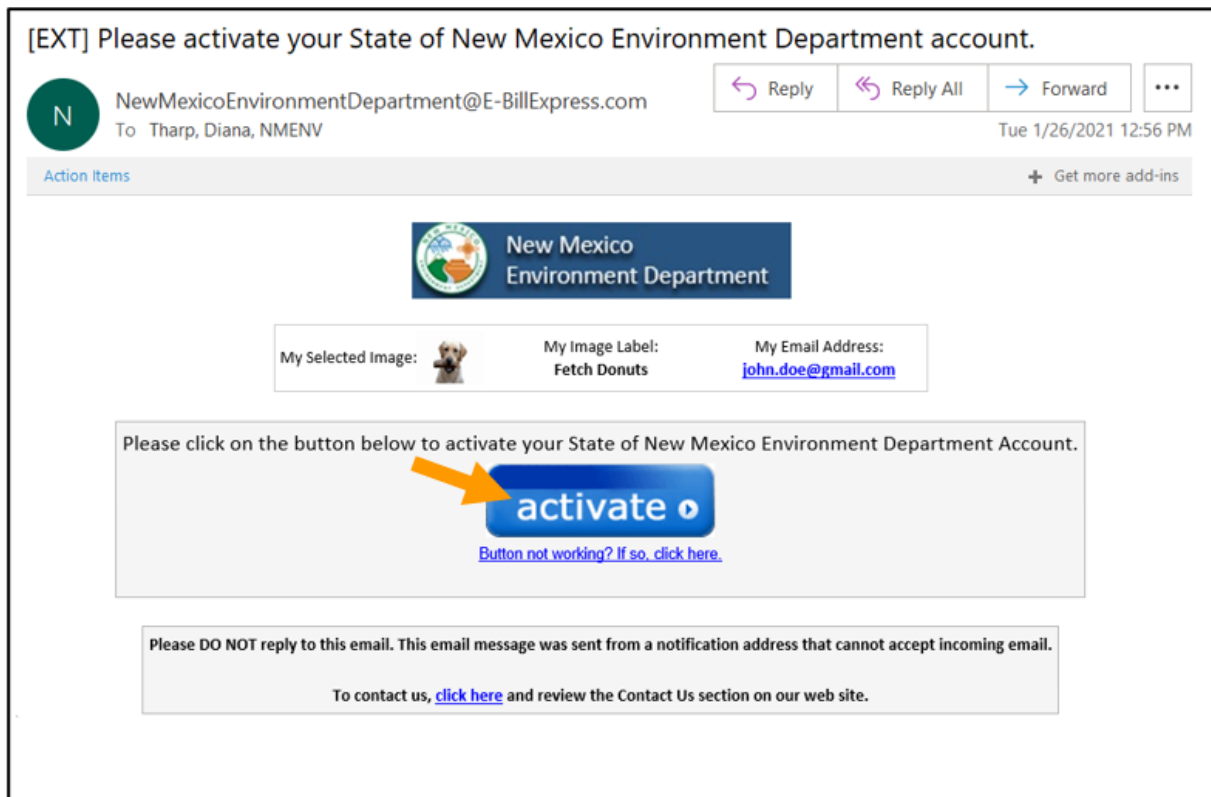
8. A window will open up that looks like this. Click Continue.
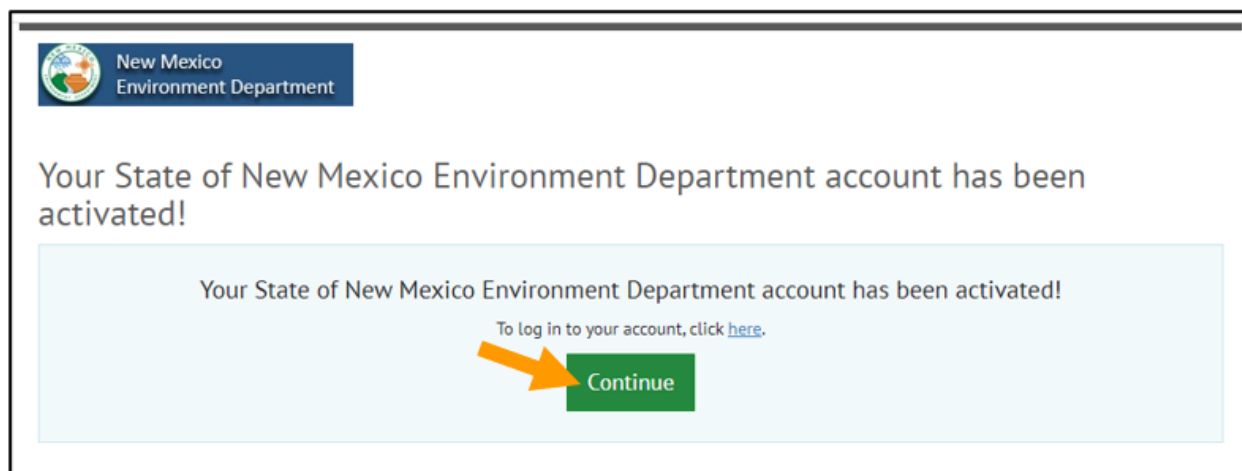
9. This will take you to the login page. This time, you'll use the Login tab and enter your Login ID and Password, and then click the green Login button to get to your account.

10. Your account is now enrolled, and you can use that Login ID and Password you created to get to your account.

Review your Invoice

11. Where it lists the number of invoices, click on the link to "View all Items".

12. You'll see all your unpaid invoices listed with a blue icon on the right. Click on that icon to view the invoice.

Pay by ACH using your Bank Account

1. Where it lists the number of invoices, click on the link to "View all Items".

2. Click the check marks to select the invoice, or multiple invoices, that you would like to pay.

3. Click on "Add a Payment Method"

4. Select "Bank Account", enter the information, check the box to agree, and click the button to "Add".

Add A Payment Method

Choose your preferred payment method to pay your bills.

🏛 BANK ACCOUNT ▼

Account Type

| Personal | Business |

Banking Type

| Checking Account | Savings Account |

Name on the Account

Routing Number

Account #

Re-enter Account #

Pay to the
Order of _____

⑈123456789 ⑈000123456⑈ 1111

Routing Number   **Account Number**

Make sure to use your bank account number, not your ATM or Debit card number.

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

☐ Agree and Add Account

Add

💳 CREDIT CARD ▶

Add A Payment Method

Choose your preferred payment method to pay your bills.

🏛 BANK ACCOUNT ▼

Account Type

Personal	Business

Banking Type

Checking Account	Savings Account

Name on the Account

John Smith

Routing Number

011401533

CITIZENS BANK NA

Account #

123456789

Re-enter Account #

123456789

Pay to the Order of _____

⑈ 123456789 ⑈ ⑈000123456⑈ 1111

Routing Number   Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

☑ **Agree and Add Account**

Add

💳 CREDIT CARD ▶

5. Now your payment method has been added and you'll see it show up in the dropdown menu. Click "Continue to Payment".

6. You need to verify the amount, check the box to agree to the terms, and then click "Make Payment".

7. Now your payment is made and you'll see a confirmation message. You can print this page for your records, and you should receive an email confirmation as well.

Pay by Credit Card

1. Where it lists the number of invoices, click on the link to "View all Items".

2. Click the check marks to select the invoice, or multiple invoices, that you would like to pay.

3. Click on "Add a Payment Method"

4. Select "Credit Card", enter the information (the address should be your billing address), check the box to agree, and click the button to "Add".

Add A Payment Method

Choose your preferred payment method to pay your bills.

🏛 **BANK ACCOUNT** ▶

💳 **CREDIT CARD** ▼

Full Name on Card

Card Number DISCOVER MasterCard VISA

Expiration Date
MM/YY

Security Code ❓
(3 or 4 digits)

Country
United States

Address

Address
(optional)

City

State
Select State

Zip

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

☐ **Agree and Add Account**

Add

Add A Payment Method

Choose your preferred payment method to pay your bills.

🏛 **BANK ACCOUNT** ▶

💳 **CREDIT CARD** ▼

Full Name on Card
John Smith

Country
United States

City
Santa Fe

Card Number DISCOVER MasterCard VISA
4111 1111 1111 1111

Address
1190 S. St. Francis Dr

State
NM - New Mexico

Expiration Date
01/25

Security Code ❓
123

Address
(optional)

Zip
87505

By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

☑ **Agree and Add Account**

Add

5. Now your payment method has been added and you'll see it show up in the dropdown menu. Click "Continue to Payment".

6. You need to verify the amount, check the box to agree to the terms, and then click "Make Payment".

7. Now your payment is made and you'll see a confirmation message. You can print this page for your records, and you should receive an email confirmation as well.

Confirmation

Thank You! Your payment has been made.

🖶 Print Confirmation Page

Payment Date	6/23/2020
Payment Method	Visa *****1111
Payment Amount	$50.00
Service Fee	$1.35
Total Payment	$51.35

John Smith

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Tuesday, June 23, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020. Payments confirmed after Tuesday, June 23, 2020 6:00 PM MT will be posted on Wednesday, June 24, 2020.

If you have any further questions about payments to State of New Mexico Environment Department, please contact our office at 505-827-0009 .

Email Address	Confirmation #	Payment Amount	Number of Invoices
john.smith@gmail.com	3100134097	$50.00	1
Service Fee	3100134098	$1.35	

Enroll With Your Current Information   Return to Pay My Bills   Log Out