

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: <u>https://www.env.nm.gov/online-payments/payment-page/</u> Click on "Click Here to Pay Now" to go to the payment portal.

	New Mexico Enviro	onment Department A-Z [District Field Offices	Contact Us	Google Cu	ustom Search	G
N MEXICO	New N	Mexico	tmont		Ca (505) 827-2855 MAIN // 1-800	ontact Information: 0-219-6157 (toll free)	C
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Pay By clic CLICP	king the link b KHERE TO PAY N 5 a non-refund	velow, you will leave t NOW dable service fee of 2	the NMED web	site to make an online pay	rment on the Wells Fargo pay	vment site.)



 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.

LOGIN PAY NOW	
Password	
Forgot your Login ID?	- Io
Forgot your Login ID? Password Help?	L
Forgot your Login ID? Password Help?	Lo
Forgot your Login ID? Password Help? New Mexico	Lo
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Forgot your Login ID? Password Help? New Mexico Environment Department LOGIN PAY NOW	Lo
Forgot your Login ID? Password Help? New Mexico Environment Department LOGIN PAY NOW	



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

New Mexico Environment Department		Home Pay My Bills	€ <u>Exit</u>
Home			MESSAGES View
Email Address	3 Invoices	Payment Amount \$ 80.00 Payment Method Add A Payment Method	Thank you for your payment.
john.smith@gmaiLcom •	Amount Due \$80.00	Pay Date 6/22/2020	Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.
		Pay All	

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".

New Mexico Environment Department		
LOGIN PAY NOW	Welcome to E-Bill Express	s from State of New Mexico Environment Department
Login ID Password Eorgot.your Login ID? Password Help?	Login	Don't have a Login ID? Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

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.

New Mexico Environment Department	
Account Setup	
To verify your identity, we need your Email Address and Zip Code Email Address	
Zip Code	۲
Valid	ate



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.

New Mexico Environment Department					
Account Setup PROFILE LOGIN & PASSWORD	PAYMENT ACCOUNTS				
Name			Contact Info Phone		
Iohn's Donuts Billing Address			Add Another Telephone Number email	Mobile 🗸	
Country United States		~	john.doe@gmaiLcom		
Address			Add Another Email Address		
123 Zia Street					
(optional)					
City	State				
ZIP Code	NM - New Mexico	Ť			
87505					
				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.

New Mexico Environment Depa	rtment			
Account Setup				
V PROFILE V L	DGIN & PASSWORD	PAYMENT ACCOUNTS		
Add A Payment Me You may select a default p	thod ayment method now. Aft	enrollment you can manage your payment methods.		
BANK ACCOU	NT			۱.
CREDIT CARD	1			•
X ADD LATER				•
7			N	
			Go Back Finish	Enrollment

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

New Mexico Environment Department	
our Account is Set Up!	
Activate Your Account We've sent an activation link to John.doe@gmail.com. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.	After activating your account, click here to login Account Login
Resend Activation Email Didn't get our email? We can resend it to the Email on file or an alternate address. Resend Email to john.doe@gmail.com	Send Email to another Email Address Atternate Address email_name@email_provider.com
VEMO** © 2004-2021 Wells Fargo Bank, N.A. All. Rights Reserved. <u>Terms v</u>	Send Activation Email



7. Check your email for a message that looks like this. Click on the Activate button in the email.

[EXT] Please activat	e your State of New Mexico Enviro	onment Depa	artment acco	ount.	
NewMexicoEnvironmentDepartment@E-BillExpress.com To Tharp, Diana, NMENV		← Reply	Reply All	ightarrow Forward $ ightarrow$	
				Tue 1/26/2021 12:56 PM	
Action Items				+ Get more add-ins	
Please click on t	My Selected Image: My Selected Image: the button below to activate your State of New Control of New Contr	My Email A john.doe@g	ddress: mail.com ment Departmer	nt Account.	
Please DO NOT r	Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email. To contact us, <u>click here</u> and review the Contact Us section on our web site.				

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.

New Mexico Environment Department	
LOGIN PAY NOW	Welcome to E-Bill Express from State of New Mexico Environment Department
Login ID Password Forgot your Login ID2 Password Help2	Login Don't have a Login ID? Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history. Enroll
© 2004-2021 Wells Fargo Bank, N.A. All Rights	Reserved. Terms of Service Contact Us FAQ Logout

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".

New Mexico Environment Department		Home Pay My Bills
Home		
	3 Invoices	Payment Amount \$ 80.00
Email Address	View all Items	Payment Method • Add A Payment Method
john.smith@gmail.com -	Amount Due	Pay Date
	\$80.00	6/22/2020
		Pay All



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

New Mexico Environment Department		Home	Pay My Bills	€ <mark>+ Exit</mark>
Pay My Bills	Date Due -	C <u>Hide Accor</u>	Advanced Search	MESSAGES View For customer service please contact 505-827-0009.
Total Balance: \$80.00	ber	Amount Due	Payment Amount	• •
 Email Address john.smith@gmail. 				PAYMENT SUMMARY
4/18/2020 7/03/2020 16		20.00	20.00	0 Invoices \$0.00 Total Payment Calculate
4/17/2020 7/02/2020 15		10.00	10.00	Remove All
4/16/2020 7/01/2020 14		50.00	50.00	Payment Method Add A Payment Method





Pay by ACH using your Bank Account

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

New Mexico Environment Department		Home Pay My Bills
Home		
Email Address john.smith@gmail.com +	3 Invoices View all Items Amount Due \$80.00	Payment Amount \$ 80.00 Payment Method Add A Payment Method V V Pay Date 6/22/2020
		Pay All

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".

exico								
ment	Add A	Payment N	Method					×
lls	Choose you	r preferred payment i	method to pay your	bills.				
d pa	盦	BANK ACCOUNT					•	n. ba
ice		CREDIT CARD					Þ	
il Add								UMI
2020	7/03/2020	16			20.00	20.00	1 Invoice Total Paym	ent



BANK ACCOUNT	г	•
Account Type		Account #
Personal	Business	
Banking Type		Re-enter Account #
Checking Account	Savings Account	
Name on the Account	-	Pay to the Order of
Routing Number		Routing Number Account Number
		Make sure to use your bank account number, not your ATM or Debit card number.
By selecting "Agree and for creation of a charg you are a signer on the authorize.	d Add Account", you authori ge to the account listed abo le account above and there	ze the information you've provided on the above account to be used ve. You also affirm that the information you provided is correct, that are available funds to cover the amount of any transactions that you



Add A Payment Method

Choose your preferred payment method to pay your bills.

Account Type		Account #
Personal	Business	123456789
Banking Type		Re-enter Account #
Checking Account	Savings Account	123456789
Name on the Account		Pay to the
John Smith		Order of
Routing Number		1,123456789 1,000123456,H° 1111
011401533		Routing Number Account Number
By selecting "Agree and for creation of a charg you are a signer on the authorize.	d Add Account", you authorize le to the account listed above e account above and there ar	Make sure to use your bank account number, not your ATM or Debit card number. It the information you've provided on the above account to be used e. You also affirm that the information you provided is correct, that are available funds to cover the amount of any transactions that you
	count	
Y Agree and Add Add		



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

New Mexico Environment Department	Home	Pay My Bills	G <u>• Exit</u>
Pay My Bills UNPAID AND PARTIALLY PAID V H	Date Due - Hide A	Q Advanced Search	MESSAGES View For customer service please contact 505-827-0009.
Total Balance: \$80.00	er Amount Due	Payment Amount	••
 Email Address john.smith@gmail. 4/18/2020 7/03/2020 16 Fund 12100 Department Code 808000000 	20.00	20.00 😥	DAYMENT SUMMARY I Invoice \$20.00 Total Payment \$20.00 <u>Remove All Recalculate</u> Desent Method
Account 66700 Subaccount Department ID 0 4/17/2020 7/02/2020 15	10.00	10.00	CITIZENS BANK NA *****6789 ✓ Pay Date 6/22/2020
4/16/2020 7/01/2020 14	50.00	50.00	Payments confirmed before Monday, June 22, 2020 6:00 PM MT will be posted on Monday, June 22, 2020. Payments confirmed after Monday, June 22, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.



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

New Mexico Environment Departm	nent	Home Pay My E	Bills	€ <u>Exit</u>
Verify Payment PAY LINE SUMMARY 1 Invoice 52 Total Payment 52 Payments confirmed before Mon Monday, June 22, 2020. Payment will be posted on Tuesday, June 2	Payment Method 320.00 320.00 CITIZENS BANK NA *****6789 Payment Date 6/22/2020 Anday, June 22, 2020 6:00 PM MT will be posted on hts confirmed after Monday, June 22, 2020 6:00 PM MT 23, 2020.	Payment Terms & Conditions These terms and conditions gove Payment Service (the "Service"). A refer to Wells Fargo Bank, N.A. (or as the business entity accepting f and "your" also include any user y 1. Erroneous Instructions. If we re the instruction is erroneous in an error. 2. Transaction Limitations. Please limits on the numbers of transfer bank may refuse transfers which	ern your use of the Internet Bill Presentment is used in these Terms, the words "we," "us," ar r its affiliate). The words "you" and "your" refe these Terms and using the Service. The words you authorize to use the Service on your beh- eceive a payment instruction authorized by yo ny way, we shall have no obligation or liabilit the aware that certain types of bank account rs or withdrawals that may be made per mon would exceed such limits, so we recommend	and nd "our" er to you s "you" alf. ou and ty for the ts have ts have th. Your
Name John Smith Lupd Assomer and Address Inf By checking this box you agree By clicking the Make Payment debit from my Checking accou June 22, 2020. If you have any questions rega PAYMENT DETAILS	nformation ee to the terms and conditions stated above. It button I, John Smith, confirm that today, Monday June 22, 2021 unt ending in *****6789 in the amount of \$20.00 USD. This debi garding this transaction request, please call 505-827-0009.	email pint lerms and Conditions email pint.smith@gmaiLcom 0,1 am authorizing a one-time it will occur on or after Monday	Phone 5051234567 Make Payment Cancel	Export
Invoice Date Da	ate Due Invoice Number		Amount Due Payment Amount	t



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 pa	ayment has been m	ade.	
Print Confirmation Page	<u>e</u>	Payment Date	6/22/2020
		Payment Method	CITIZENS BANK N
lohn Smith		Total Payment	\$20.0
You have been provided a	confirmation number. Pleas	e save this page for your re	ecords.
You have been provided a Payments confirmed befor Payments confirmed after	confirmation number. Pleas e Monday, June 22, 2020 6: Monday, June 22, 2020 6:00	e save this page for your re 00 PM MT will be posted on 0 PM MT will be posted on 1	ecords. n Monday, June 22, 2020. Tuesday, June 23, 2020.
You have been provided a Payments confirmed befor Payments confirmed after If you have any further qu contact our office at 505-8	confirmation number. Pleas e Monday, June 22, 2020 6: Monday, June 22, 2020 6:00 estions about payments to 2 227-0009 .	e save this page for your re 00 PM MT will be posted on 0 PM MT will be posted on ⁻ State of New Mexico Enviro	ecords. n Monday, June 22, 2020. Tuesday, June 23, 2020. onment Department, plea
You have been provided a Payments confirmed befor Payments confirmed after If you have any further qu contact our office at 505-8 Email Address	confirmation number. Pleas e Monday, June 22, 2020 6:0 Monday, June 22, 2020 6:00 estions about payments to 2 27-0009 . Confirmation #	e save this page for your re 00 PM MT will be posted on 0 PM MT will be posted on 5 State of New Mexico Enviro Payment Amount	ecords. n Monday, June 22, 2020. Tuesday, June 23, 2020. onment Department, plea Number of Invoice
You have been provided a Payments confirmed befor Payments confirmed after f you have any further qu contact our office at 505-8 Email Address john.smith@gmail.com	confirmation number. Pleas e Monday, June 22, 2020 6:00 Monday, June 22, 2020 6:00 estions about payments to 2 327-0009 . Confirmation # 3100134055	e save this page for your re 00 PM MT will be posted on 0 PM MT will be posted on 5 State of New Mexico Enviro Payment Amount \$20.00	ecords. n Monday, June 22, 2020. Tuesday, June 23, 2020. onment Department, plea Number of Invoice
You have been provided a Payments confirmed befor Payments confirmed after If you have any further qu contact our office at 505-8 Email Address john.smith@gmail.com	confirmation number. Pleas e Monday, June 22, 2020 6:00 estions about payments to 2 327-0009 . Confirmation # 3100134055	e save this page for your re 00 PM MT will be posted on 0 PM MT will be posted on 5 State of New Mexico Enviro Payment Amount \$20.00	ecords. n Monday, June 22, 2020. Tuesday, June 23, 2020. onment Department, plea Number of Invoice



Pay by Credit Card

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

New Mexico Environment Department		Home Pay My Bills	0 <u>. Ext</u>
Home Email Address Johnsmäth@gmail.com	2 Invoices View all literes Amount Due \$60.00	Payment Amount S 60.00 Payment Method Add A Payment Method Pay Date 6/22/2020	MESSAGES View For customer service please contact 505-827-0009. To customer service please contact 0 • • • • • • • • • • • • • •
Previous Payments		Pay All	
ACH 6/22/2020	S20.00 Processing		

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"

C) (iew Mexico nvironment	Department			Home	Pay My Bills	• <u>Ext</u>
Pa	iy M Inpai	y Bills d and pa	RTIALLY PA		Date Due +	(Hide, Acco	Advanced Search	MESSAGES View Chank you for your payment.
	Total	I Balance: \$60. Invoice Date	.00 Date Due	Invoice Number		Amount Due	Payment Amount	0 •
•	0	Email Addre	ess john.smith() 7/02/2020	Bgmail.		10.00	10.00 🙀	DAYMENT SUMMARY
	Sund	4/16/2020	7/01/2020	14		50.00	50.00	Total Payment Calculate Remove All
	Depa Acco Suba Depa	artment Code unt ecosunt artment ID	8080000	000				Payment Internet Add A Payment Mathed Pay Date 6/22/2020 Payments confirmed before Monday, June 22, 2020 6:00 PM MT will be
								posted on Monday, June 22, 2020. Payments confirmed after Monday, June 22, 2020 6:00 PM MT will be posted on Tuesday, June 23, 2020.

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".

exico ment	Add A Choose your	Payment Method preferred payment method to pay your bills.				×
D PA	盦	BANK ACCOUNT			Þ	ur pay
:e: \$80		CREDIT CARD			•	> • ////
il Addı						UMM
2020	7/03/2020	16	20.00	20.00	1 Invoice Total Paym	ent

Revision Date: 2/15/2021



CREDIT CARD	
Full Name on Card Country City	
United States 🗸	
Card Number	
Select Sta	ate 💊
Expiration Date Security Code 2 Address Zip	•
MM/YY (3 or 4 digits) (optional)	



exico 🗸
e



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

6) [New Mexico Invironment	Department			Home	Pay My	Bills			ۥ <u>Exit</u>
Pa	y M npai	y Bills d and pa	RTIALLY PA	ND 🗸 HISTORY	Date Due 🗸	Hide Ac	Q Advance	ed Search	For custom	AGES er service plea	View ase contact
	Total	l Balance: \$60.	00							0 •	
	\bigcirc	Invoice Date	Date Due	Invoice Number		Amount Due	Payment Amount			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
-	\bigcirc	Email Addro	ess john.smith@	Dgmail.					PAYME	NT SUMMAR	RY
	\bigcirc	4/17/2020	7/02/2020	15		10.00	10.00	<u>ی</u>	1 Invoice		\$50.00
	Ø	4/16/2020	7/01/2020	14		50.00	50.00	<u>R</u>	Service Fee Total Paym	ent	\$1.35 \$51.35
	Fund	I	12100						Remove All		Recalculate
	Depa	artment Code	8080000	0000					Payment M	ethod	
	Acco	unt	66700							Add A Payr	ment Method
	Suba	ccount							Visa ****	1111	× >
	Depa	artment ID							Security Co	de 🕜 Pay Dat	te
									***	6/23/	/2020
									Payments of June 23, 20 posted on 1 Payments of June 23, 20 posted on 1 <u>Cancel</u>	onfirmed befo 20 6:00 PM N Tuesday, June 2 onfirmed afte 20 6:00 PM N Vednesday, Ju Continue t	ore Tuesday, 1T will be 23, 2020. r Tuesday, 1T will be ne 24, 2020.



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

New Mexico Environment Department		Home Pay My	/ Bills	€ <u>Exit</u>	
Verify Payment Invoice 1 Invoice \$50.00 Service Fee \$1.35 Total Payment \$51.35 Payments confirmed before Tuesday, June 23, 22 Tuesday, June 23, 2020. Payments confirmed af will be posted on Wednesday, June 24, 2020.	Payment Method Visa *****1111 Security Code Payment Date *** 6/23/2020 020 6:00 PM MT will be posted on ter Tuesday, June 23, 2020 6:00 PM MT	Payment Terms & Conditions These terms and conditions gr Payment Service (the "Service" refer to Wells Fargo Bank, N.A as the business entity acceptin and "your" also include any us 1. Erroneous Instructions. If we the instruction is erroneous in error. 2. Transaction Limitations. Plee limits on the numbers of trans bank may refuse transfers whi	overn your use of the Internet Bill Presen). As used in these Terms, the words "we," (or its affiliate). The words "you" and "you g these Terms and using the Service. The er you authorize to use the Service on you e receive a payment instruction authorize any way, we shall have no obligation or ase be aware that certain types of bank a sfers or withdrawals that may be made per ch would exceed such limits, so we recon	tment and "us," and "our" ur" refer to you ur behalf. ed by you and liability for the er month. Your nmend you	
Name		email 🕜	Phone		
John Smith		john.smith@gmail.com	5051234567		
 Upper Rustomer and Address Information By checking this box you agree to the terms and conditions stated above. By clicking the Make Payment button I, John Smith, confirm that today, Tuesday June 23, 2020, I am authorizing a one-time debit from my Visa account ending in *****1111 in the amount of \$51.35 USD. This debit will occur on or after Tuesday June 23, 2020. By submitting your payment you are agreeing to a service fee of 2.7% that will be collected by a third party to cover transaction processing fees. You may cancel this transaction and make alternative payment arrangements with us to avoid the service fee. 					
▼ PAYMENT DETAILS				Export	
Invoice Date Date Due	Invoice Number		Amount Due Payment A	mount	
▼ EMAIL ADDRESS iohn.smith@amail.com					



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.

Thank You! Your payment has been made.								
Print Confirmation Page		Payment Date	6/23/2020					
		Payment Method	Visa *****1111					
ohn Smith		Payment Amount	\$50.00 \$1.35 \$51.35					
		Service Fee						
		Total Payment						
'ou 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.								
Email Address	Confirmation #	Payment Amount	Number of Invoices					
	3100134097	\$50.00	1					
john.smith@gmail.com	5100154077							