



Maricopa County Air Quality Department

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# Paying Annual Fees and Invoices

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How to view and pay invoices through the  
AQD Online Portal

Maricopa County Air Quality Department

March 2021

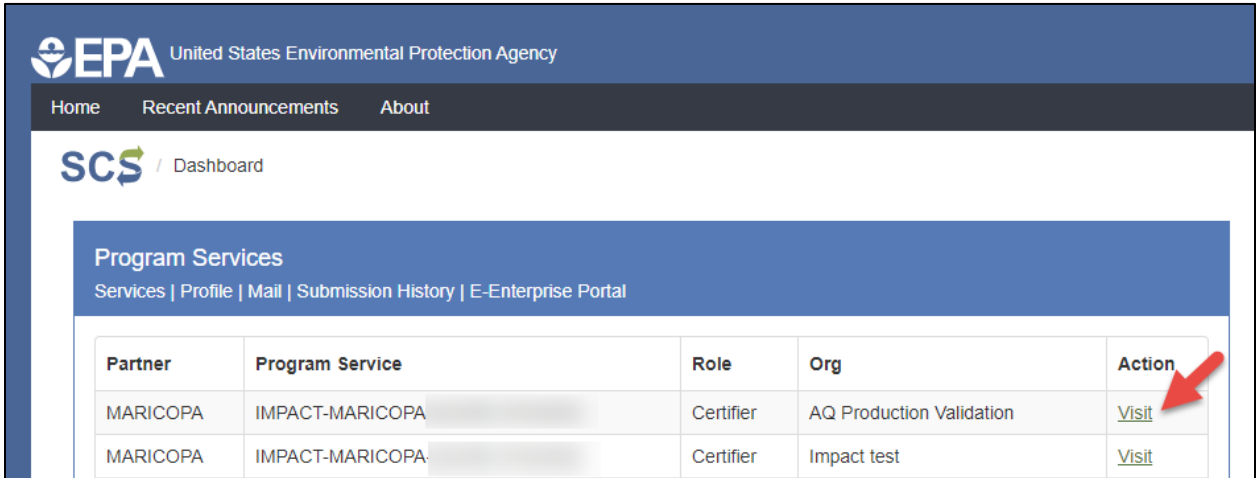
## Viewing Invoices

If you have not already created your electronic signature for the AQD Online Portal, follow the instructions on [How to Create a Shared CROMERR Services \(SCS\) Electronic Signature](#).

Once you have created the electronic signature, navigate to [encromerr.epa.gov](http://encromerr.epa.gov) and log in using your credentials.

The screenshot shows the EPA Shared CROMERR Services (SCS) website. At the top, there is the EPA logo and the text "United States Environmental Protection Agency". Below this, there are navigation links for "Home", "Recent Announcements", and "About". The main header area features the "SCS Advanced Shared Services" logo and a "Contact Us" link. The central part of the page is a dark-themed login area with a "Log In" section. It includes input fields for "User ID" and "Password", a "Log In" button, and a "Register with SCS" button. Below the login fields, there are links for "Forgot your Password or User ID?" and "Warning Notice and Privacy Policy". To the left of the login area is a large image of a forest. Below the login area, there is a "Welcome" section with a paragraph of text. Underneath, there is a "Warning Notice and Privacy Policy" section with a "Warning Notice" and a "Privacy Statement". At the bottom of the page, there are links for "Advanced SCS Home | Privacy and Security Notice" and "Accessibility | Terms & Conditions", along with a question mark icon and the EPA logo.

Once you are logged in, select **Visit** next to the company (organization) that you wish to view.

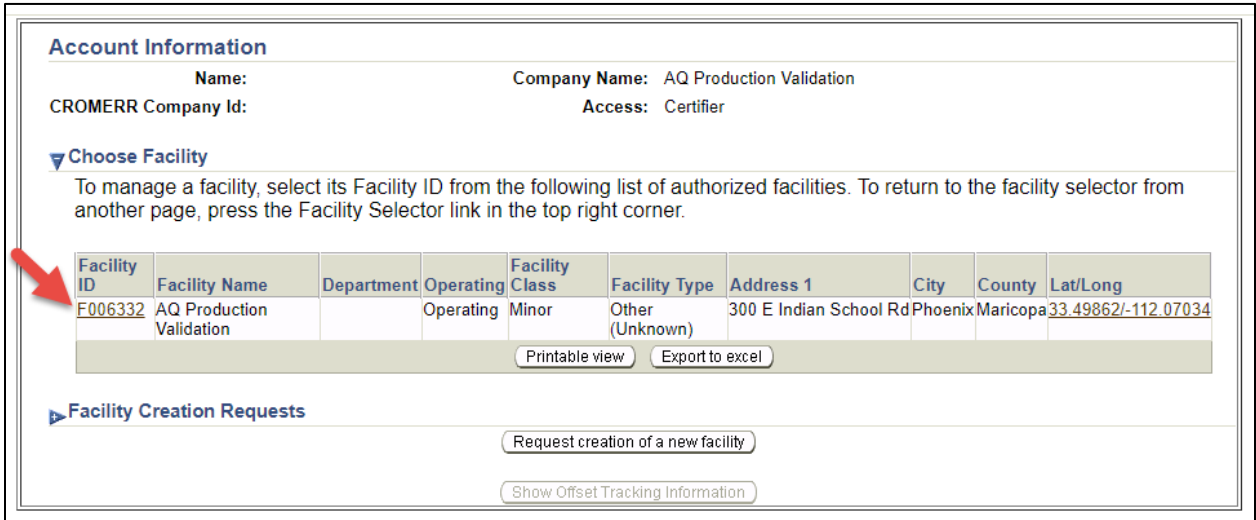


The screenshot shows the EPA SCS Dashboard. At the top, there is the EPA logo and the text "United States Environmental Protection Agency". Below that are navigation links: "Home", "Recent Announcements", and "About". The main header area includes the "SCS / Dashboard" logo. A blue banner below the header reads "Program Services" with sub-links: "Services | Profile | Mail | Submission History | E-Enterprise Portal". The main content is a table with the following data:

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT-MARICOPA	Certifier	AQ Production Validation	<a href="#">Visit</a>
MARICOPA	IMPACT-MARICOPA	Certifier	Impact test	<a href="#">Visit</a>

A red arrow points to the "Visit" link in the first row of the table.

Select the **Facility ID** of the facility you wish to view.



The screenshot shows the "Account Information" page. It includes the following details:

- Name:** CROMERR Company Id
- Company Name:** AQ Production Validation
- Access:** Certifier

Below this is a section titled "Choose Facility" with a dropdown arrow. The text reads: "To manage a facility, select its Facility ID from the following list of authorized facilities. To return to the facility selector from another page, press the Facility Selector link in the top right corner."

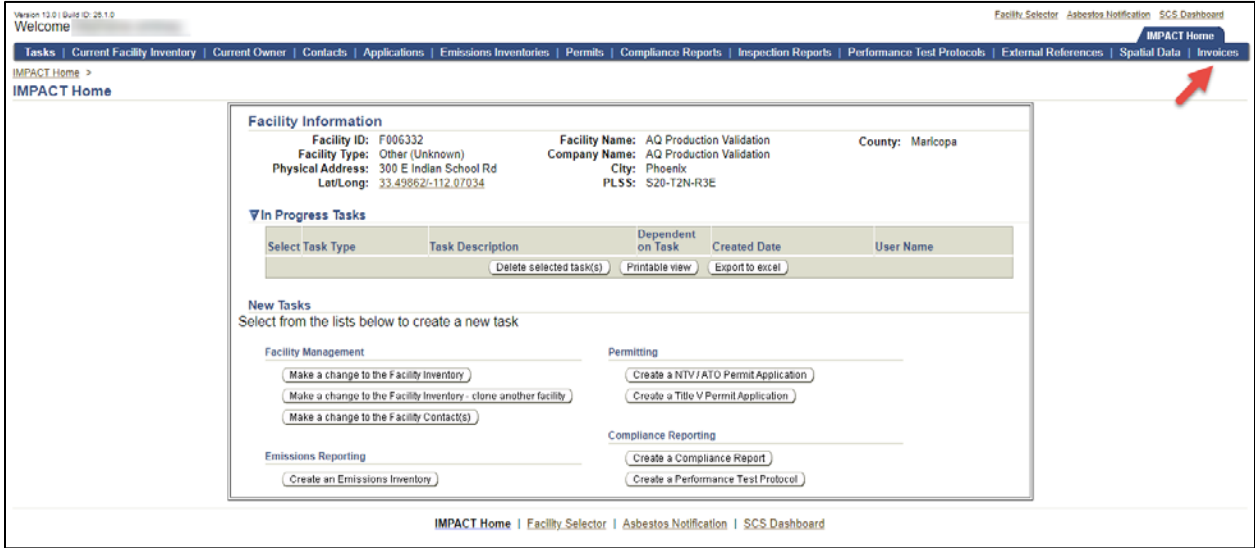
A table lists the facilities:

Facility ID	Facility Name	Department	Operating	Facility Class	Facility Type	Address 1	City	County	Lat/Long
F006332	AQ Production Validation		Operating	Minor	Other (Unknown)	300 E Indian School Rd	Phoenix	Maricopa	33.49862/-112.07034

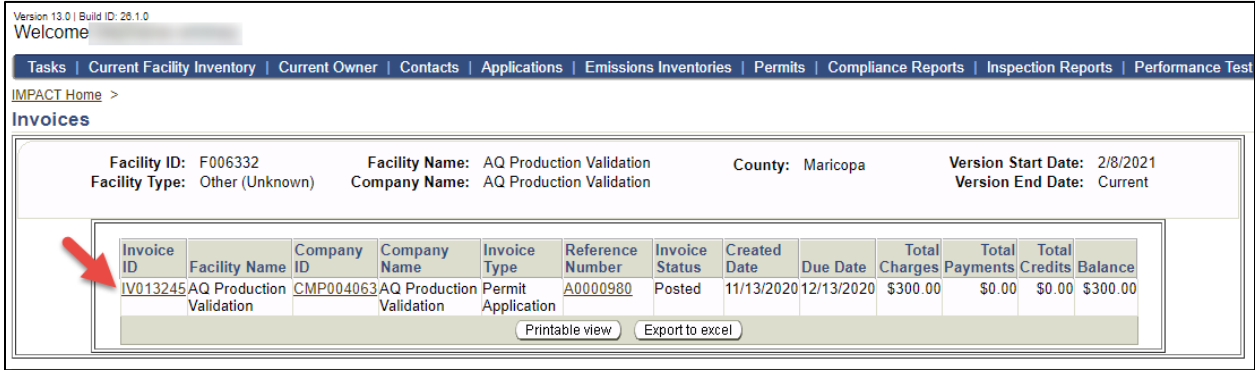
A red arrow points to the "Facility ID" column header. Below the table are two buttons: "Printable view" and "Export to excel".

At the bottom, there is a section titled "Facility Creation Requests" with two buttons: "Request creation of a new facility" and "Show Offset Tracking Information".

Select **Invoices** in the top right corner.



This screen will show your invoice history, both paid and unpaid. These invoices include fees for permit applications, NESHAP notifications, engineering hours, emissions inventories, and annual fees. The remaining balance is shown on the column on the right. To view the invoice details, select the **Invoice ID**.



The invoice detail screen will show the separate line items, as well as any payments, refunds, or credits. To generate a printable document, select the button at the bottom of the page.

Invoice Number:		Facility ID:	
Invoice Type:		Facility Name:	
Reference Number:		Created Date:	
Invoice Status:		Balance:	

Due Date: 12/13/2020

**Line Items**

Line Item ID	Fee Type	Description	Created Date	Amount
28720	60 Day Delinquency Fee	Delinquency Fee generated by scheduled job	2/12/2021	\$50.00
27613	30 Day Delinquency Fee	Delinquency Fee generated by scheduled job	1/13/2021	\$50.00
25828	Permit Application Fee	Application Fee for A0000980	11/13/2020	\$200.00

Printable view   Export to excel

**Payments/Refunds**

Payment ID	Transaction ID	Transaction Date	User Name	Comment	Amount	Refund
27180	4006567269	3/22/2021		Reconciled with ePayment system	\$300.00	No

Printable view   Export to excel

**Credits**


Credit ID	Transaction Date	User Name	Comment	Amount
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Printable view   Export to excel

**Attachments**

Attachment ID	Attachment Type	Description
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Printable view   Export to excel

 Download Print

## Making a Payment

Payments can be submitted by individuals with Certifier or Preparer roles. Partial payments cannot be made on the online system.

To make a payment, navigate to the invoice detail screen as directed above. At the bottom of the page, select **Make ePayment**.

The screenshot shows an invoice detail page with the following information:

- Invoice Number: IV013245
- Invoice Type: Permit Application
- Reference Number: A0000980
- Invoice Status: Posted
- Facility ID: F006332
- Facility Name: AQ Production Validation
- Created Date: 11/13/2020
- Balance: \$300.00
- Due Date: 12/13/2020

The page contains several sections:

- Line Items:** A table with columns: Line Item ID, Fee Type, Description, Created Date, Amount. It lists three items: 28720 (60 Day Delinquency Fee, \$50.00), 27613 (30 Day Delinquency Fee, \$50.00), and 25828 (Permit Application Fee, \$200.00). Buttons for 'Printable view' and 'Export to excel' are present.
- Payments/Refunds:** A table with columns: Payment ID, Transaction ID, Transaction Date, User Name, Comment, Amount Refund. It is currently empty.
- Credits:** A table with columns: Credit ID, Transaction Date, User Name, Comment, Amount. It is currently empty.
- Attachments:** A table with columns: Attachment ID, Attachment Type, Description. It is currently empty.

A red arrow points to the 'Make ePayment' button located at the bottom center of the page.

A pop-up window will appear. Select **Yes**.

The pop-up window contains the following text:

You will be redirected to <https://paydirect.ca.link2gov.com/MCAQPaymentPortal> for paying the balance on this invoice. After successful payment, you will be redirected back to IMPACT.

Buttons for 'Yes' and 'No' are located at the bottom of the window. A red arrow points to the 'Yes' button.

Enter your payment information. The **Payment Method** box is a dropdown list that contains the acceptable payment methods, including:

- Credit/Debit cards,
- Click to Pay, and
- eChecks.

Enter the applicable information and select **Continue**.

MARICOPA COUNTY AZ

FIS Biller Solutions

Air Quality Department

**Payment Entry**





Payment Method:

**Card Information**

Card Number

Expiration Date

Card Identification Code  ⓘ

**Billing Information**

Name

Address

City

State

Zip

Phone

Email

Re-enter Email

On the next screen, review the information you've entered. Select **Go Back/Edit** if anything needs to be corrected or click **Process Payment** to proceed and finalize the payment.

**MARICOPA COUNTYAZ** **FIS**  
Biller Solutions


**Air Quality Department**

**Payment Review**


Invoice ID : IV013245  
Facility Name : AQ Production Validation  
Company Name : AQ Production Validation

Charge Type	Charge Description	Payment Amount
D60	Delinquency Fee generated by scheduled job	\$50.00
D30	Delinquency Fee generated by scheduled job	\$50.00
PAF	Application Fee for A0000980	\$200.00
		Payment Amount: \$300.00

**Card Information** **Billing Information**

Card Number \*5454  
Expiration Date 8/21  
Payment Type 

Name  
Country  
Address  
City  
State  
Zip  
Phone  
Email

**Go Back/Edit** **Cancel** **Process Payment** 



A payment confirmation email will be sent to the email address entered on the payment page.

Maricopa County- Air Quality- Licenses Fees- Payment Confirmation

 donotreply@fisgov.com  
To: [Redacted]

 If there are problems with how this message is displayed, click here to view it in a web browser.

SAMPLE EMAIL CONFIRMATION

This e-mail will server as confirmation that your payment was received.

The transaction information is listed below:

Transaction ID: 4006567269  
Date and Time: 03/22/2021 11:34:15 AM  
Payment Method: MC  
Account Last 4: 5454  
Participant Name: IV013245

Payment Details

Charge Type	Charge Description	Payment Amount
D60	Delinquency Fee generated by scheduled job	\$50.00
D30	Delinquency Fee generated by scheduled job	\$50.00
PAF	Application Fee for A0000980	\$200.00
		Payment Amount: <b>\$300.00</b>

PLEASE KEEP THIS FOR YOUR RECORDS

If you navigate back to the invoice detail page, you should see that the balance is now zero. If you need further assistance, contact the department at 602-506-6010 or email [AQMail@maricopa.gov](mailto:AQMail@maricopa.gov).