



## How To Pay For Licensing Online – Livestock & Poultry Dealer + Auctions

**Step 1:** Open your web browser and type in <https://gateway.maine.gov/ACF/PayMaineEntry>

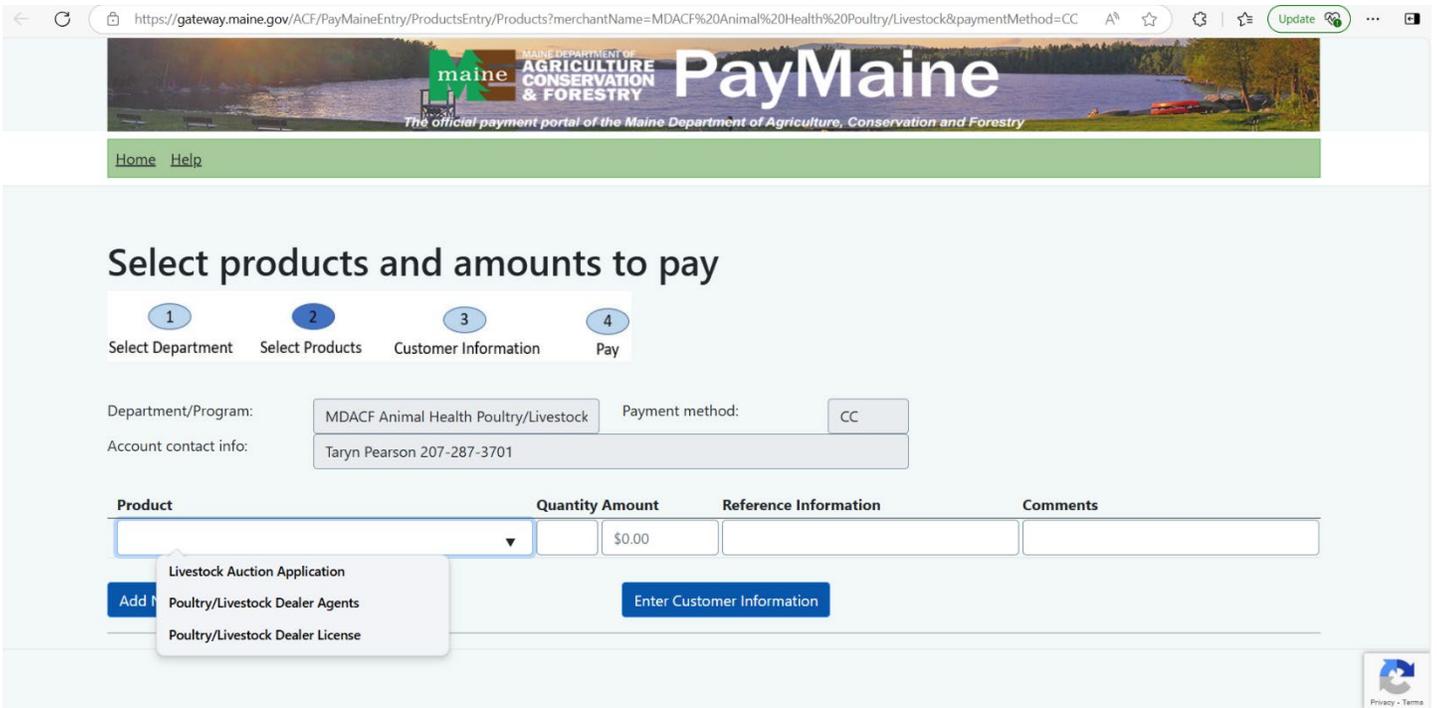
A screenshot of the PayMaine website. The browser address bar shows 'https://gateway.maine.gov/ACF/PayMaineEntry'. The page header includes the Maine Department of Agriculture Conservation & Forestry logo and the text 'PayMaine The official payment portal of the Maine Department of Agriculture, Conservation and Forestry'. Below the header is a navigation bar with 'Home' and 'Help' links. The main content area has a 'Welcome' heading and a four-step process: 1. Select Department, 2. Select Products, 3. Customer Information, and 4. Pay. Under 'Payment Type', there are radio buttons for 'Invoicing' and 'Direct Charge', with 'Direct Charge' selected. Under 'Program', there is a dropdown menu with 'MDACF Animal Health Poultry/Livestock' selected. Under 'Payment Method', there are radio buttons for 'Credit Card' and 'ACH Debit', with 'Credit Card' selected. A blue 'Continue' button is at the bottom.

**Step 2:** Select Direct Debit by clicking on the small circle next to where it says Direct Debit under the heading Payment Type.

**Step 3:** Under where it says Program, in the white box, select MDACF Animal Health Poultry/Livestock from the drop-down menu. DO NOT TYPE ANYTHING IN THE WHITE BOX.

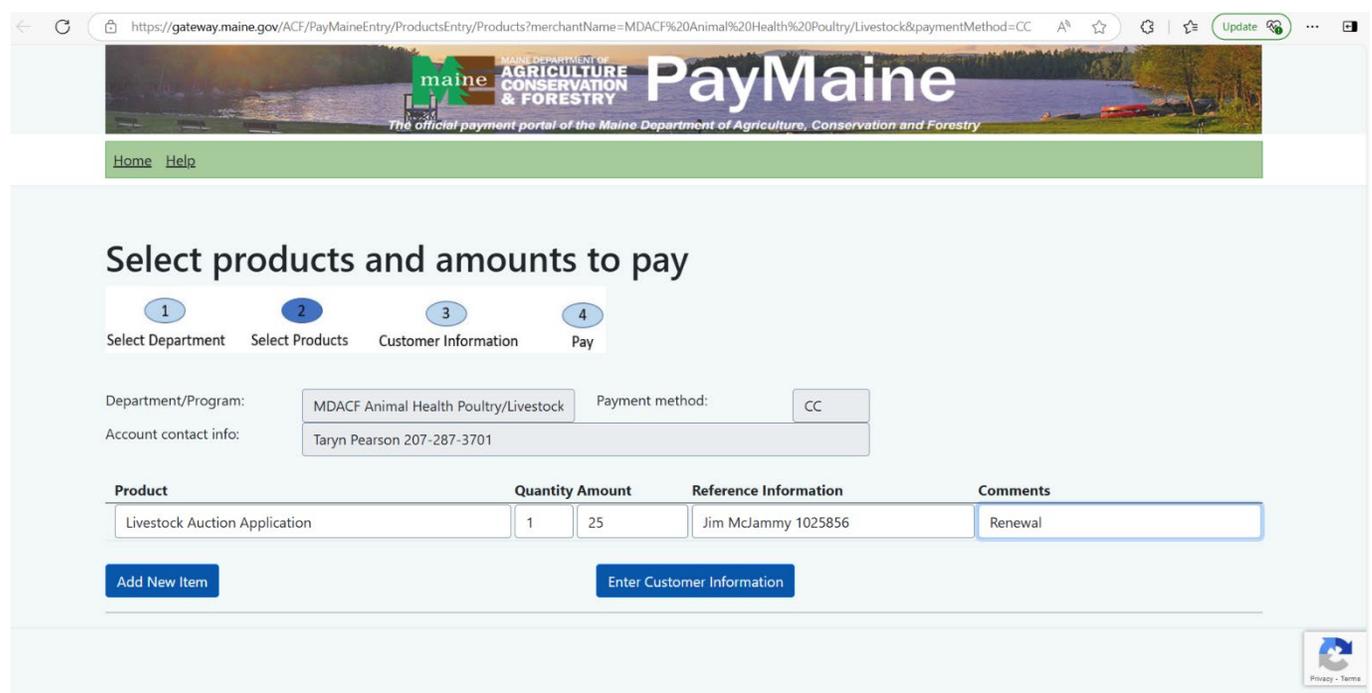
**Step 4:** Click in the white circle under Payment Method next to where it says Credit Card for a credit card payment. If you want to pay by ACH Debit, click the white circle next to where it says ACH Debit.

**Step 5:** Under where it says Product, select from the drop-down menu in the white box the type of license you want to pay for.



**Step 6:** In the box under Quantity, enter the number of license products you are paying for. The dollar amount for the selected licensing product should auto-populate and fill in the box with the amount due for the license product selected.

**Step 7:** In the box under Reference Information, put your name and license number (if you have one assigned). See the example in the picture below. In the Comments box, you can choose to indicate if this is a new or renewal licensing product payment by typing in the box.



**Step 8:** If you have agents or another licensing product you would like to add and pay for at the same time, click the ADD NEW ITEM button below the Product box. This will bring up a new set of white boxes for you to fill out like you did in steps 5-7. You can add as many new items as needed. If you have more than one agent, you can add them individually or all in one line (as shown in the picture below), just make sure you list all of the names and your license number.

https://gateway.maine.gov/ACF/PayMaineEntry/ProductsEntry/Products?merchantName=MDACF%20Animal%20Health%20Poultry/Livestock&paymentMethod=CC

maine AGRICULTURE CONSERVATION & FORESTRY PayMaine  
The official payment portal of the Maine Department of Agriculture, Conservation and Forestry

Home Help

### Select products and amounts to pay

1 Select Department 2 Select Products 3 Customer Information 4 Pay

Department/Program: MDACF Animal Health Poultry/Livestock Payment method: CC

Account contact info: Taryn Pearson 207-287-3701

Product	Quantity	Amount	Reference Information	Comments
Livestock Auction Application	1	25	Jim McJammy 1025856	Renewal
Poultry/Livestock Dealer License	1	25	Jim McJammy Inc. 1111	New
Poultry/Livestock Dealer Agents	4	40	Bill McBill, Ted McTed, Sam McSam, Jill M	New

Add New Item Enter Customer Information

**Step 9:** When you are done selecting all of the licensing products and have filled out all the white boxes, click the blue box at the bottom of the screen that says Enter Customer information. It will take you to the screen where you enter all of your information.

https://gateway.maine.gov/ACF/PayMaineEntry/CustomerInfo/Edit?clientPaymentId=12985

### Customer Information

1 Select Department 2 Select Products 3 Customer Information 4 Pay

\*First Name: Jim Middle Init: Last Name: McJammy Suffix: Balance Due: \$90.00

Company Name: Jim McJammy Inc. Transaction Fee at 3.00%: \$2.70

\*Address1: 1234 Roady McRd Way Total Amount: \$92.70

Address2:

\*City: Someplace State: ME \*Zip Code: 04444

EmailAddress: Jimmccjammy1@gmail.com EmailAddressConfirmation: Jimmccjammy1@gmail.com

PhoneNumber: 2071234567 Country: USA

Total Amount: \$92.70

Continue to Payment

**Step 10:** After you enter all of your information, click the blue button at the bottom of the screen that says Continue to Payment.

**Step 11 Paying by Credit Card:** On the payment screen to pay by credit card, enter in your credit card information and click the Submit Payment button at the bottom of the screen.

The screenshot shows a web browser window with the URL [https://demo.convergepay.com/hosted-payments/?ssl\\_txn\\_auth\\_token=di3iYgwGS3W36Tjx3hROGwAAAZy2Bzrm#!/payment-form](https://demo.convergepay.com/hosted-payments/?ssl_txn_auth_token=di3iYgwGS3W36Tjx3hROGwAAAZy2Bzrm#!/payment-form). The page has a navigation link "[Back to Order Section](#)".

The form is divided into two main sections:

- Order Section:** A table with one row: Amount | 103.00 USD.
- Payment Section:** Titled "PAYMENT CARD", it features logos for VISA, MasterCard, American Express, Discover, JCB, and UnionPay. Below the logos are input fields for "Card Number \*", "Expiration Date(MMY) \*", and "CVV2 \*".
- Billing Address Section:** Contains input fields for "Company" (TESTING 123 Inc), "First Name" (Test), "Last name" (McTest), "Address1 \*" (123 Test Rd.), and "Postal Code \*" (04000).

At the bottom of the form is a grey "Submit Payment" button, a link to "[Elavon Privacy Policy](#)", and a "Secure Payment" icon.

**Step 11 Paying by ACH:** On the payment screen, enter your account information and click the Submit Payment button at the bottom of the screen.