

## MDACF Online Payments

To make an online payment, do the following: Go to <https://gateway.maine.gov/ACF/PayMaineEntry>

**Standard Rent Payments: This process is for making rent payments Lease or Easement (Using Customer ID or Invoice Number)** See page 4 for additional types of fees

- Select the Payment Type - **Invoicing**
- Select **MDACF Submerged Lands**
- Select Payment Method – **Credit or ACH (debit)**  
 3% charge for credit cards, \$0.25 for ACH
- Click **Continue**.

Enter your **Client ID** [account number starting 01A] or **Invoice number**

Click **Get Open Balances**

You will see open balances

**Select one or more balances & review the Amount to Pay** (can adjust amount at end of row if needed)

Click **De-select All Lines** if you don't want to pay all balances

Click **Submit**

Please allow a week for your payments to process.

To pay the entire balance due, click Submit

To pay only select invoices:

1.
2. Total amount to pay should show "0.00"
3. Select lines to pay for by checking the checkbox in the Pay column.  
Edit amounts to make partial payments.
4. Verify Total Amount to Pay
5. Submit

**Total balance due:**

\$1,811.98

**Total Amount To Pay:**

\$150.00

Invoice	Line#	Invoice Print Date	Balance Due	Amount To Pay	Pay
20CLL251	1	2020-01-14	\$100.00	100.00	<input type="checkbox"/>
20CLL251	2	2020-01-14	\$50.00	50.00	<input type="checkbox"/>
20CLL251	3	2020-01-14	\$94.40	94.40	<input type="checkbox"/>
21CLL251	1	2021-01-15	\$300.00	150	<input checked="" type="checkbox"/>

## Enter your Customer Information

### Customer Information

1 Select Department    2 Select Products    3 Customer Information    4 Pay

*First Name	Middle Init	*Last Name	Suffix	Balance Due
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$150.00"/>
Company Name				Transaction Fee
<input type="text"/>				<input type="text" value="\$0.25"/>
*Address1				Total Amount
<input type="text"/>				<input type="text" value="\$150.25"/>
Address2				
<input type="text"/>				
*City	State	*Zip Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
EmailAddress	EmailAddressConfirmation			
<input type="text"/>	<input type="text"/>			
PhoneNumber	Country			
<input type="text"/>	<input type="text"/>			
Total Amount				
<input type="text" value="\$150.25"/>				<input type="button" value="Continue to Payment"/>

### Enter your information

Click **Continue to Payment**

## Payment Type (Option 1, ACH, \$ 0.25 fee applies)

<h4>Order Section</h4> <p>Amount <span style="float: right;">150.25 USD</span></p> <hr/> <h4>Payment</h4> <p>CHECK</p> <hr/> <p>Bank Routing Number * <input type="text"/></p> <p>Bank Account Number * <input type="text"/></p> <p>Bank Account Type <input checked="" type="radio"/> Personal <input type="radio"/> Business</p> <p><small>By Clicking the "I Agree" box below, you authorize State Of Maine Demo to use information from your check to initiate a one-time fund transfer from your account or to process the payment as a check transaction or bank drawn draft from your account for the amount of \$150.25. If your payment is returned due to insufficient funds, you authorize us to make a one-time electronic funds transfer or to use a bank draft drawn from your account to collect a fee as allowed by state law.</small></p> <p><input type="checkbox"/> I Agree</p>	<h4>Billing Address</h4> <p>Company <input type="text"/></p> <p>First Name * <input type="text" value="Anja"/>    Last name * <input type="text" value="Parin"/></p> <p>Address1 * <input type="text" value="18 elkins lane"/></p> <p>Postal Code * <input type="text" value="04330"/></p>
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**Enter payment info** for ACH payment, check off box "I Agree", Click **Submit Payment**

A receipt will generate. You should be able to print a copy from your web browser. (Ctrl + P)

The transaction will show on statements as ME AGRI CONS FORESTRY (example of receipt on next page — — —>)

**Payment Type (Option 1, ACH, continued: receipt)**

<b>State of Maine</b>		<b>Receipt</b>	
<b>Dept/Program</b> MDACF Submerged Lands		<b>Customer Name</b> [REDACTED]	
<b>Contact Group</b> Anja Parlin		<b>Contact Email</b> anja.parlin@maine.gov	<b>Contact Phone</b> 207 287 4970
<b>Transaction Date</b> 01/02/2025	<b>Bank Invoice Number</b> 38219	<b>Name</b> Anja Parlin	
<b>Payment</b>		<b>Price</b>	<b>Total</b>
25SUB18041.1		USD \$150.00	USD \$150.00
Submerged ACH Debit/Credit card fee		USD \$0.25	USD \$0.25
	Grand Total		USD \$150.25

**Payment Type (Option 2, Credit Card , 3% processing fee applies)**

<b>Order Section</b>	<b>Billing Address</b>
Amount: 154.50 USD	Company: <input type="text"/>
<b>Payment</b>	First Name: <input type="text" value="Anja"/> Last name: <input type="text" value="Parlin"/>
PAYMENT CARD	Address1*: <input type="text" value="18 elkins lane"/>
	Postal Code*: <input type="text" value="04330"/>
Card Number*: <input type="text"/>	
Expiration Date(MMYY)*: <input type="text"/> CVV2*: <input type="text"/>	

**Enter payment info** for Credit Card payment, Click **Submit Payment**  
 A receipt will generate. You should be able to print a copy from your web browser. (Ctrl + P)  
 The transaction will show on statements as ME AGRI CONS FORESTRY

<b>State of Maine</b>		<b>Receipt</b>	
<b>Dept/Program</b> MDACF Submerged Lands		<b>Customer Name</b> [REDACTED]	
<b>Contact Group</b> Anja Parlin		<b>Contact Email</b> anja.parlin@maine.gov	<b>Contact Phone</b> 207 287 4970
<b>Transaction Date</b> 01/02/2025	<b>Bank Invoice Number</b> 38210	<b>Name</b> Anja Parlin	
<b>Payment</b>		<b>Price</b>	<b>Total</b>
25SUB48071.1		USD \$150.00	USD \$150.00
Submerged ACH Debit/Credit card fee		USD \$4.50	USD \$4.50
	Grand Total		USD \$154.50

## Application Fee's: This process is for application fees, transfer or other fee payments

(see page 1 if you have a customer ID or Invoice number)

Select the Payment Type - **Invoicing**

Select **MDACF Submerged Lands**

Select Payment Method –  
**Credit or ACH (debit)**

3% charge for credit cards, \$0.25 for ACH

Click **Continue**.

1
2
3
4

Select Department
Select Products
Customer Information
Pay

Payment Type

Invoicing

Direct Charge

Program

Payment Method

Credit Card

ACH Debit

Continue

Select from **dropdown the Product you wish to pay**: e.g. Submerged Lands Application Fee

**Enter Quantity, Amount, Reference Information and Comment.**

Click—**Enter Customer Information**

1
2
3
4

Select Department
Select Products
Customer Information
Pay

Department/Program:

Payment method:

Account contact info:

Product	Quantity	Amount	Reference Information	Comments
Submerged App Fee	1	100.00	App Fee	App Fee for Business 123ABC

Add New Item
Enter Customer Information

Enter  
Customer  
Information:  
Click  
**Continue to  
Payment**

1
2
3
4

Select Department
Select Products
Customer Information
Pay

\*First Name

Middle Init

\*Last Name

Suffix

Company Name

\*Address1

Address2

\*City  State me \*Zip Code

EmailAddress  EmailAddressConfirmation

PhoneNumber  Country

Total Amount \$100.25

Balance Due \$100.00

Transaction Fee \$0.25

Total Amount \$100.25

Continue to Payment

## Payment Type (Option 1, ACH, \$ 0.25 fee applies)

Order Section	Billing Address
<p>Amount 100.25 USD</p>	<p>Company</p>
<p><b>Payment</b></p> <p>CHECK</p>	<p>First Name * Anja Last name * Parlin</p>
<p>Bank Routing Number * Bank Account Number *</p>	<p>Address1 * 18 elkins lane</p>
<p>Bank Account Type <input checked="" type="radio"/> Personal <input type="radio"/> Business</p>	<p>Postal Code * 04330</p>
<p>By Clicking the "I Agree" box below, you authorize State Of Maine Demo to use information from your check to initiate a one-time fund transfer from your account or to process the payment as a check transaction or bank drawn draft from your account for the amount of \$100.25. If your payment is returned due to insufficient funds, you authorize us to make a one-time electronic funds transfer or to use a bank draft drawn from your account to collect a fee as allowed by state law.</p> <p><input type="checkbox"/> I Agree</p>	

**Enter payment info** for ACH payment, check off box "I Agree", Click **Submit Payment**

A receipt will generate. You should be able to print a copy from your web browser. (Ctrl + P)

The transaction will show on statements as ME AGRI CONS FORESTRY

## State of Maine

## Receipt

### Dept/Program

MDACF Submerged Lands

### Contact Group

Anja Parlin

### Contact Email

anja.parlin@maine.gov

### Contact Phone

207 287 4970

### Transaction Date

01/02/2025

### Bank Invoice Number

38213

### Name

Anja Parlin

Payment	Price	Total
Submerged App Fee	USD \$100.00	USD \$100.00
Submerged ACH Debit/Credit card fee	USD \$0.25	USD \$0.25
Grand Total		USD \$100.25

## Payment Type (Option 2, Credit Card , 3% processing fee applies)

Select from **dropdown the Product you wish to pay**: e.g. Submerged Lands Application Fee

**Enter Quantity, Amount, Reference Information and Comment.**

Select **Enter Customer Information**

Product	Quantity	Amount	Reference Information	Comments
Submerged App Fee	1	100.00	Application Fee	Business Name 123ABC

Enter Customer Information:

Click **Continue to Payment**

**Enter payment info** for ACH payment, check off box "I Agree", Click **Submit Payment**

A receipt will generate. You should be able to print a copy from your web browser. (Ctrl + P)

The transaction will show on statements as ME AGRI CONS FORESTRY

1	2	3	4
Select Department	Select Products	Customer Information	Pay
*First Name	Middle Init	*Last Name	Suffix
Company Name			Balance Due
			\$100.00
*Address1			Transaction Fee at 3.00%
			\$3.00
Address2			Total Amount
			\$103.00
*City	State	*Zip Code	
EmailAddress	EmailAddressConfirmation		
PhoneNumber	Country		
Total Amount	\$103.00	<input type="button" value="Continue to Payment"/>	

Order Section	Billing Address
Amount 103.00 USD	Company
<b>Payment</b>	First Name Anja Last name Parlin
PAYMENT CARD	Address1 * 18 elkins lane
VISA MASTERCARD DISCOVER AMERICAN EXPRESS	Postal Code * 04330
Card Number *	
Expiration Date(MMY) *	
CVV2 *	
<input type="button" value="Submit Payment"/>	

(example of receipt on next page ———>)

# State of Maine

# Receipt

**Dept/Program**

MDACF Submerged Lands

**Contact Group**

Anja Parlin

**Contact Email**

anja.parlin@maine.gov

**Contact Phone**

207 287 4970

**Transaction Date**

01/02/2025

**Bank Invoice Number**

38214

**Name**

Anja Parlin

Payment	Price	Total
Submerged App Fee	USD \$100.00	USD \$100.00
Submerged ACH Debit/Credit card fee	USD \$3.00	USD \$3.00
Grand Total		USD \$103.00