



How to Pay for Approved (Payment Needed) Applications

Updated 12/05/2023

1. Go to **My Queue** tab.
2. Select Type: **Payment Needed** from dropdown.
3. Hit the **Search** button.

The screenshot shows the 'My Queue' tab selected in the top navigation bar. Below the navigation bar, there is a search section with the following elements:

- Search By:** A dropdown menu set to 'App No.' and an empty input field.
- Type:** A dropdown menu set to 'Payment Needed'.
- From:** A date picker set to '10/04/2023'.
- To:** A date picker set to '10/18/2023'.
- Advanced Search [+]:** A section containing a 'Search' button, a 'Reset' button, and a checkbox for 'Display Application Summary'.

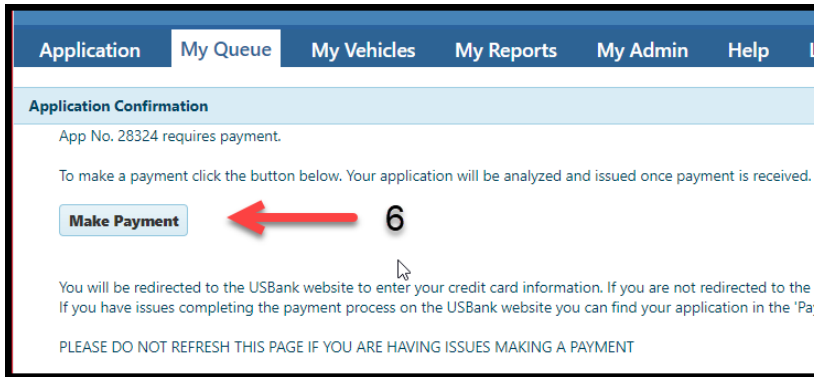
Below the search section is a table with the following columns: App No., Permit ID, Permit Type, Submitted Date, Carrier ID, Carrier, Last Update Date, and Status. The table contains two rows of data:

App No.	Permit ID	Permit Type	Submitted Date	Carrier ID	Carrier	Last Update Date	Status
28306		SS-Single Trip OS/OW to Transport	10/16/2023 1:49:52 PM	1	TEST CARRIER WISDOT (P)	10/16/2023 1:52:50 PM	Payment Needed
28324		SS-Single Trip OS/OW to Transport	10/18/2023 3:10:21 PM	1	TEST CARRIER WISDOT (P)	10/18/2023 3:13:49 PM	Payment Needed

4. Click on the blank space below **Permit ID** to turn the line dark blue.
5. Click on **Actions Dropdown box** and select **Make Payment**

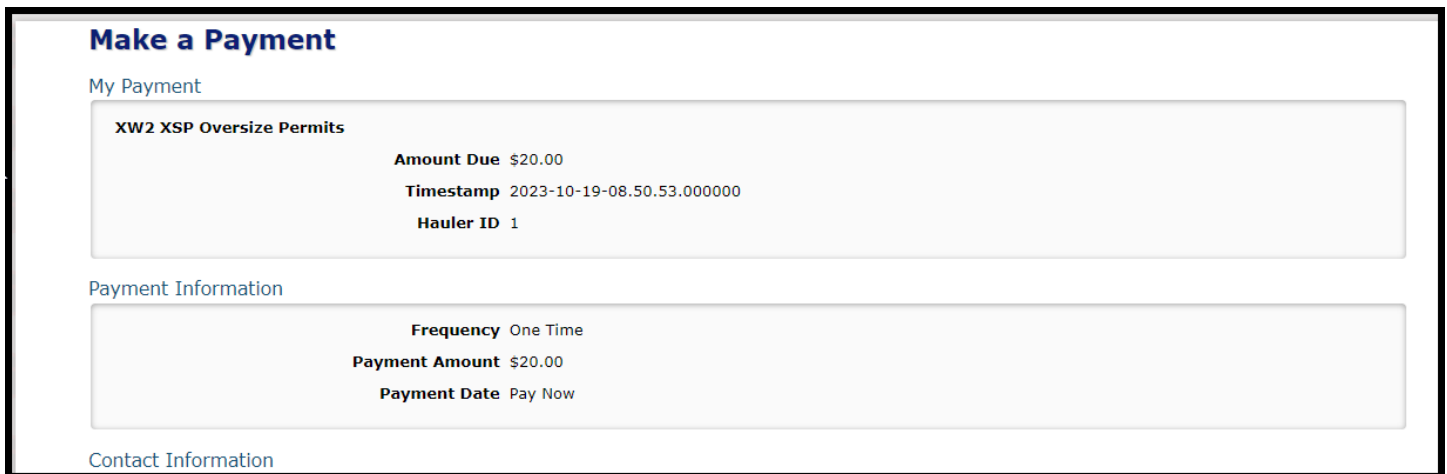
This screenshot shows the same search results as the previous image, but with the row for application 28324 highlighted in dark blue. The 'Permit ID' column for this row is empty. Below the table, there is a pagination control showing '1' of 10 items per page. At the bottom of the page, there is an 'Application Summary' section with a dropdown menu labeled 'Actions'. The 'Make Payment' option is selected in the dropdown menu.

6. Click on **Make Payment**



7. This brings you to the payment page.

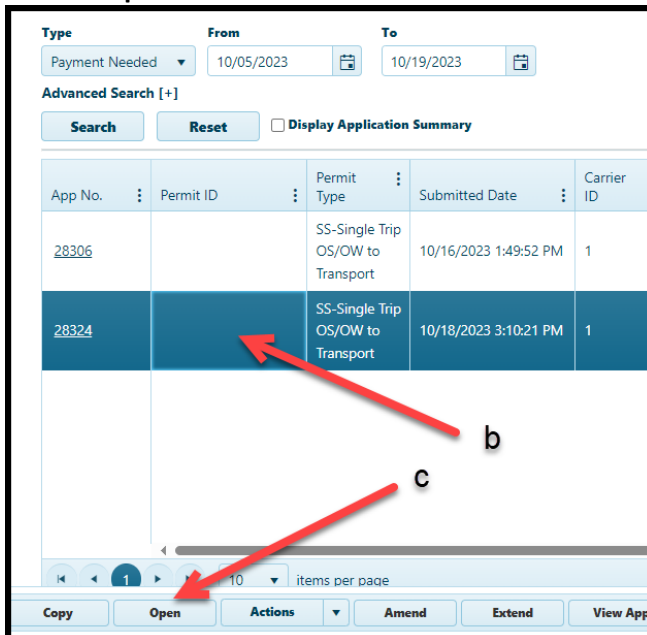
Please note if you need to change your payment method follow the instructions in step 9 instead.



8. Once payment is made, your permit will be emailed to you. You may also print it from My Queue page.

9. If you need to change your payment method:

- Return to **My Queue** page.
- Click on the blank space below **Permit ID** to turn the line dark blue.
- Click on **Open**



10. Click on **Payment Method** dropdown box to change payment method.

11. Click on **Make Payment**

The screenshot shows a web interface with a blue header containing navigation tabs: "Application", "My Queue", and "My Vehicles". Below the header, a message states: "Application 28324 has been approved. To make a payment, p".

The main content area includes:

- Total Fee***: \$20.00
- Payment Method***: A dropdown menu currently showing "eCheck/ACH". A red arrow labeled "10" points to this dropdown.
- Make Payment** and **Cancel** buttons. A red arrow labeled "11" points to the "Make Payment" button.

12. Click on **Make Payment**

The screenshot shows a web interface with a blue header containing navigation tabs: "Application", "My Queue", "My Vehicles", "My Reports", "My Admin", and "Help".

The main content area is titled "Application Confirmation" and contains the following text:

- "App No. 28324 requires payment."
- "To make a payment click the button below. Your application will be analyzed and issued once payment is received."
- A **Make Payment** button. A red arrow labeled "12" points to this button.
- "You will be redirected to the USBank website to enter your credit card information. If you are not redirected to the USBank website you can find your application in the 'Pay' section."
- "PLEASE DO NOT REFRESH THIS PAGE IF YOU ARE HAVING ISSUES MAKING A PAYMENT"

13. This brings you to the payment page.

The screenshot shows a "Make a Payment" page with the following sections:

- My Payment**:
 - XW2 XSP Oversize Permits**
 - Amount Due**: \$20.00
 - Timestamp**: 2023-10-19-08.53.000000
 - Hauler ID**: 1
- Payment Information**:
 - Frequency**: One Time
 - Payment Amount**: \$20.00
 - Payment Date**: Pay Now
- Contact Information**: (Section header, no details visible)

14. Once payment is made, your permit will be emailed to you. You may also print it from the My Queue page.