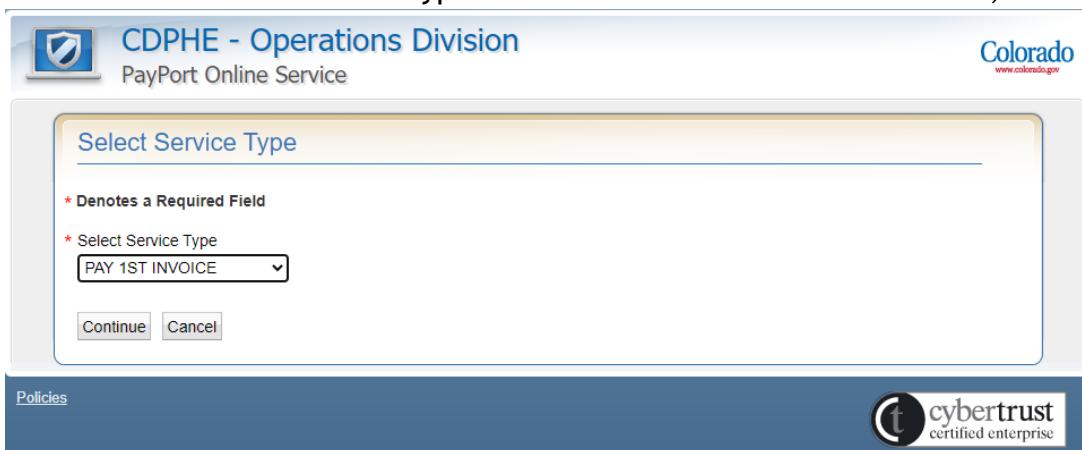


Payment Portal Instructions

Steps to completing your transaction

1. Access the CDPHE payment portal (<https://cdphe.colorado.gov/payrevenue>).
2. Click “Make a payment”
3. Click on the Select Service Type menu and select “PAY 1ST INVOICE”, then click continue.



CDPHE - Operations Division
PayPort Online Service

Colorado
www.colorado.gov

Select Service Type

* Denotes a Required Field

* Select Service Type

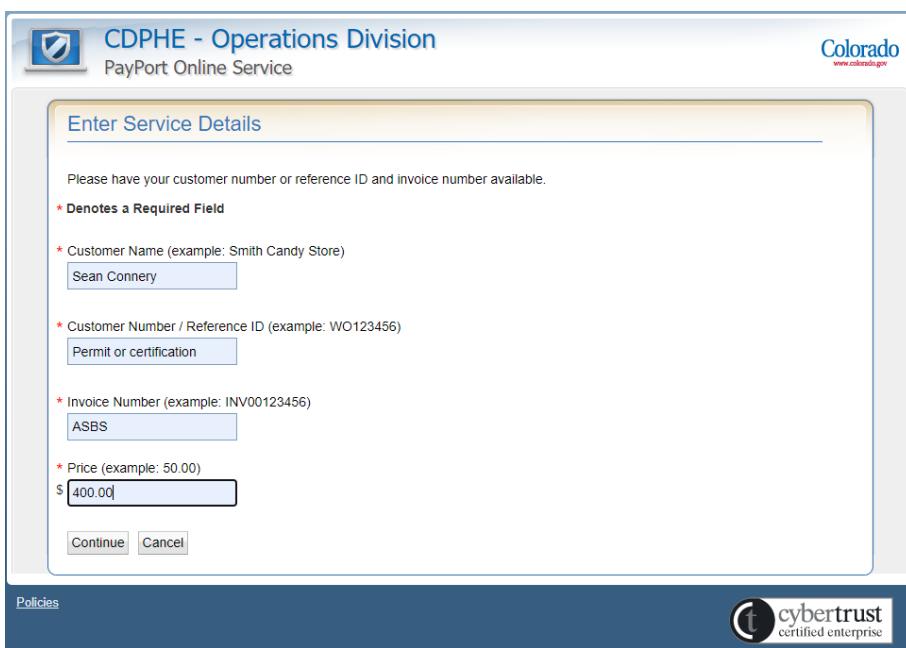
PAY 1ST INVOICE

Continue Cancel

Policies

cybertrust certified enterprise

4. Complete all fields on the screen.
5. The **Customer Number** box shall be completed with the word “permit” if you are paying for an abatement or demolition notification. If you are paying for a certification or course confirmation use the word “certification”.
6. The **Invoice Number** box shall be completed with the acronym “ASBS”.
7. Click continue.



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Enter Service Details

Please have your customer number or reference ID and invoice number available.

* Denotes a Required Field

* Customer Name (example: Smith Candy Store)
Sean Connery

* Customer Number / Reference ID (example: WO123456)
Permit or certification

* Invoice Number (example: INV00123456)
ASBS

* Price (example: 50.00)
\$ 400.00

Continue Cancel

Policies

cybertrust certified enterprise

cdphe
rector



8. Upon clicking continue, you will be taken to the Transaction Summary screen where you may checkout or add another service (payment).

 **CDPHE - Operations Division**
PayPort Online Service



Transaction Summary

To complete the transaction, click 'Checkout'. To save the item(s) on this page and add another, click 'Add Another Service'.

Customer Name	Customer Number / Reference ID	Invoice Number	Price
Sean Connery	Permit or certification	ASBS	\$400.00

TOTAL AMOUNT DUE **\$400.00**

Checkout **Add Another Service** **Cancel**

[Policies](#)



9. Choosing “Checkout” will navigate you to the payment page.

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
CDPHEPAY	CDPHE Invoice Payment Portal	\$400.00	1	\$400.00
Total				\$400.00

Payment

Payment Type

Payment Type *
 

NEXT >

Customer Information

Payment Info

Transaction Summary

CDPHE Invoice Payment Portal	\$400.00
Service Fee	\$9.77
TOTAL  \$409.77	

Need Help?

Select Payment Method. You will receive a printable receipt at the end of your transaction. A service fee is applied after selecting a payment method. The service fee is \$.75 plus 2.25% of the order total for credit payments or \$1 for electronic checks.

NOTE: Please be advised that a transaction fee will be added to your total amount. The transaction fee is not part of services rendered by the Division. CDPHE does not receive this fee. Checks are charged a \$1.00 processing fee, whereas credit cards are charged 2.25% +.75 cents processing fee.



10. Select **next** to complete the customer information field

Customer Information	<i>Complete all required fields [*]</i>
Country	United States
First Name *	Sean
Last Name *	Connery
Company Name	Great Jobs are Us
Address *	4300 CHERRY CREEK DRIVE SOUTH
Address 2	
City *	DENVER
State	CO - Colorado
ZIP/Postal Code *	80246
Phone *	3035551234
Email *	Seanc@aol.com

Transaction Summary
CDPHE Invoice Payment Portal \$400.00
Service Fee \$9.77
TOTAL \$409.77

Need Help?

Please complete the Customer Information Section

11. Select **next** to complete the payment info field

Customer Information	
Address	Phone
Sean Connery Great Jobs are Us 4300 CHERRY CREEK DRIVE SOUTH DENVER, CO 80246	3035551234
Country	Email Address
United States	Seanc@aol.com
Payment Info	
<i>Complete all required fields [*]</i>	
Credit Card Number *	Credit Card Type
<input type="text"/>	
Expiration Month *	Expiration Year *
<input type="text"/>	<input type="text"/>
Security Code *	
<input type="text"/>	
Name on Credit Card *	
<input type="text"/>	
NEXT >	

Transaction Summary
CDPHE Invoice Payment Portal \$400.00
Service Fee \$9.77
TOTAL \$409.77

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information. A service fee of \$.75 plus 2.25% of the order total will be applied to credit card payments.

12. Select **next** to navigate to the **SUBMIT PAYMENT** page.



13. A receipt of the transaction will be sent to the email address provided on the customer information page.

Payment Receipt Confirmation

Your payment was successfully processed.

Your payment was successfully processed.

Contact Name Colorado Department of Public Health and Environment
Contact Phone (303) 692-2000
Contact Url <https://www.colorado.gov/cdphe/>
Contact Address 300 Cherry Creek S Dr
Denver, CO 80246

Transaction Summary

Description	Amount
CDPHE Payment Portal	\$400.00
Service Fee	\$9.77
Colorado.gov Total Price	\$409.77

Transaction Detail

The following amounts will be remitted back to the Colorado Department of Public Health and Environment.

SKU	Description	Unit Price	Quantity	Amount
CDPHEPAY	CDPHE Invoice Payment Portal	\$400.00	1	\$400.00
	Service Fee	\$9.77		\$9.77
TOTAL				\$409.77

This online service is provided by a 3rd party working in partnership with the state of Colorado. The price of items purchased through this service includes revenue used to develop, maintain, and enhance the state's official web portal, Colorado.gov.

Customer Information

Customer Name Sean Connery
Company Name Great Jobs are Us
Local Reference ID D18B82395C5119205F26202310AA4090
Invoice Number
Receipt Date 8/3/2020
Receipt Time 01:33:25 PM MDT

Payment Information

Payment Type Credit Card
Credit Card Type VISA
Credit Card Number *****1111
Order ID 55135804
Billing Name Sean Connery

Billing Information

Billing Address 4300 Cherry Creek Drive South
Billing City, State Denver, CO
ZIP/Postal Code 80246
Country US
Phone Number 3035551234
This receipt has been emailed to the address below.



14. Submit a copy of the payment receipt along with the appropriate application form(s) to the Division at:

For asbestos or lead abatement notification: cdphe.asbestos@state.co.us

For demolition applications: cdphe.asbestos@state.co.us

For asbestos or lead abatement certification: cdphe.iepcertification@state.co.us

