First Time Electronic Check Payments for MPG Shopping Cart:

Once you have completed your permit application in IHAP, CPS or MiTRIP you will be directed to pay for the permits in your Shopping Cart in MPG. The first time you pay with an electronic check in MPG you must authenticate your email address using the following steps:

Click on “E-Check Authentication”:

The following window will pop-up (be sure to have your “Pop-ups” enabled, this pop-up indicates a PIN was sent to your email: 

- **PIN:** 
- **Submit**
Open a new browser window and go to the email you have registered with MPG to obtain the email with authentication PIN:

Enter the PIN into the box, Click “Submit”: 
You will receive confirmation that the PIN validation was successful, this is a **one time process** and you will **not** have to validate your email for future purchases:

Click “**Continue**” to proceed with your electronic check payment.
Review your order and the “Important Notices” box and Click “Proceed to Checkout”: 

*Please note, for the first 90 days of our new MPG system implementation MDOT will be waiving the $2.00 administrative processing fee. Beginning October 1, 2015, there will be a non-refundable $2.00 processing fee for each payment. This fee is charged per shopping cart payment, not per transactions within cart. 

The CEPABA application allows you to pay using the following payment methods:
1. Credit or Debit Card (Master Card, Visa, or Discover)
2. Electronic Check (E-Check). E-Check payments are electronic payments processed directly from your checking or savings account.

**Important Information Regarding Debit Block**
Some financial institutions offer a service referred to as “Debit Blocking” to other business account owners to prevent unauthorized debits (withdrawals) posting to their accounts.

If you have a Debit Block service on your account you must contact your financial institution and have ACH transactions identified with the Company ID XX0000000XX authorized to debit.

**International ACH Transactions (IAI)**
Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH.
Select the “Pay by Electronic Check” button and in the drop down if it is a “Personal” or “Business” account:
Input your Name and Address information, followed by your payment information, Click “Next”: 

**Billing Address**

*First Name: John  
M.I.:  
*Last Name: Doe  
*Street Line 1: 1234 Happy Trails  
Street Line 2:  
*City: Lansing  
*State: Michigan  
*Zip: 48911  
*Country: UNITED STATES  
*Phone: 517-555-5555  
*E-Mail: MPGexampleuser@gmail.com

**Payment Details**

*Payment Amount: 15.00 USD  
Payment Date: 07/01/2015

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received by 4:00 PM EST will be executed on the next valid banking day.

**Payment Method**

*Name On Account: John Doe  
*Account Number: 123456789  
*Re-Type Account Number: 123456789  
*Routing Number: 3358  
*Account Type: Checking  

Click “Next”: 

[Image of payment portal interface]
A confirmation page will come up, review the information and Click “Pay Now”:

Payment Review

MDOT Permit Gateway Payment Portal

To confirm your payment information, click on “Pay Now” in the box below.

Address
Billing Address:
John Doe
1234 Happy Trails
Lansing, MI 48911
(517) 555-5555
MIGexampleuser@gmail.com

Payment Method
Electronic Check
Checking
3258

Payment Amount
Amount: 15.00 USD
Total: 15.00 USD

By clicking PAY NOW, I authorize my payment to be processed as an electronic funds transfer or draft drawn from my account. If the payment is returned unpaid, I authorize you or your service provider to collect the payment and my state's return item fee by electronic funds transfer(s) or draft(s) drawn from my account.

If this payment is from a corporate account, I make these authorizations as an authorized corporate representative and agree that the entity will be bound by the NACHA Operating Rules. To exit without authorizing, click EXIT.

[Pay Now]
You will receive a message that the payment was successful:

Click “Home” to return to your Home Page: