



## Credit Card Payment for MPG Shopping Cart Transactions

Effective Date: March 5, 2025 (updated April 7, 2026)

Development Services Division  
Utility Coordination, Permits, & Agreements Section

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at [Michigan.gov/MDOT-ADA](https://Michigan.gov/MDOT-ADA).

## Purpose

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 using the following steps to pay by Credit Card.

## Steps

1. Click "Continue" to proceed with your credit card payment.

The screenshot shows the MPG MDOT Permit Gateway interface. The user is logged in as 'Example User' for 'MPG QA Test Business (#200015)'. The page displays a 'Shopping Cart' with the following items:

<input type="checkbox"/>	Permit Description	SKU Number	Pay by Date	Delete	Cost
<input checked="" type="checkbox"/>	MDOT CPS Application Fee for Application Reference Number 6549	00000633	7/31/2015		\$15.00
Selected Subtotal:					\$15.00
Processing Fee:					\$0.00
Total Due:					\$15.00

At the bottom of the cart, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is circled in green.

2. Review your order and the "Important Notices" box and Click "Proceed to Checkout."

The screenshot shows the 'Review Your Order' page. The user is logged in as 'Example User' for 'MPG QA Test Business (#200015)'. The page displays the same 'Review Your Order' summary as the previous screenshot:

Permit Description	SKU Number	Pay by Date	Cost
MDOT CPS Application Fee for Application Reference Number 6549	00000633	7/31/2015	\$15.00
Selected Subtotal:			\$15.00
*Processing Fee:			\$0.00
Total Due:			\$15.00

Below the summary is a box containing important notices:

"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 CEPAS 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 XXXXXXXXXXXX authorized to debit.

**International ACH Transactions (IAT)**  
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.

At the bottom of the page, there are two buttons: 'Cancel' and 'Proceed to Checkout'. The 'Proceed to Checkout' button is circled in green.

### 3. Select the “Pay by Credit Card” button and Click “Next.”

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**Payment Method**

**MDOT Permit Gateway Payment Portal**

Welcome to the CEPAS Credit Card Processing Payment Module for the MDOT Permit Gateway

This process is being used as a secure means of processing credit card authorizations.

Payment may be made with a valid Visa, MasterCard, Discover credit card or by Electronic Check (E-check)

\*Note - Your payment will post to your card statement as "MDOT Permit Gateway".

To begin the payment process, select the form of payment and click on "Next" in the box below.

\* Indicates required field.

Choose method of payment

Pay by electronic check

\* Account Type: Personal

Pay by credit card

VISA   MASTERCARD   DISCOVER

Back Next Exit

**Important Information Regarding Debit Block**  
Some financial institutions offer a service referred to as "Debit Blocking" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

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 XXXXXXXXXXXX authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

**International ACH Transactions (IAT)**  
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 Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

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4. Input you Name and Address information, followed by your payment information, Click "Next."

**MPG**  
MDOT PERMIT GATEWAY

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**Payment Information**

**MDOT Permit Gateway Payment Portal**

Enter information in the required fields below, then select the "NEXT" button to continue the payment process.

\* Indicates required field

**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 4:00 PM MT will be executed on the next valid banking day.

**Payment Method**

\*Name On Account: John Doe  
\*Account Number: 123456789 What's This?  
\*Re-Type Account Number: 123456789  
\*Routing Number: 121000358 What's This?  
\*Account Type:  Checking  Savings

Be **Next** >

5. A confirmation page will come up, review the information and Click “Pay Now.”

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### Payment Review

#### MDOT Permit Gateway Payment Portal

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

<b>Address</b> Billing Address: John Doe 1234 Happy Trails Lansing, MI 48911 (517) 555-5555 MPGexampleuser@gmail.com
<b>Payment Method</b> Credit Card <b>VISA</b> John Doe x0026 07/20
<b>Payment Amount</b> Amount: 15.00 USD Total: 15.00 USD

[Back](#) [Pay Now](#) [Exit](#)

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6. You will receive a message that the payment was successful.

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Example User [Receipts](#) [Shopping Cart \(0\)](#)

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**MPG QA Test Business (#200015)**

✓ **Your payment was successful.**

Shopping Cart is Empty

[Cancel](#)

7. Click “Home” to return to your Home Page.



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