

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” :

Example User [Receipts](#) [Shopping Cart \(1\)](#)

MPG QA Test Business (#200015)

Shopping Cart

One-time Authentication Required:
Customers paying by Electronic Check must authenticate who they are. Please click "E-Check Authentication" to generate Authentication E-mail. The one-time authentication process is not necessary for credit card payments.

[E-Check Authentication](#)

<input type="checkbox"/>	Permit Description	SKU Number	Pay by Date	Delete	Cost
<input checked="" type="checkbox"/>	MDOT CPS Application Fee for Application Reference Number:6548	00000633	7/31/2015		\$15.00
Selected Subtotal:					\$15.00
Processing Fee:					\$0.00
Total Due:					\$15.00

[Cancel](#) [Continue](#)

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:

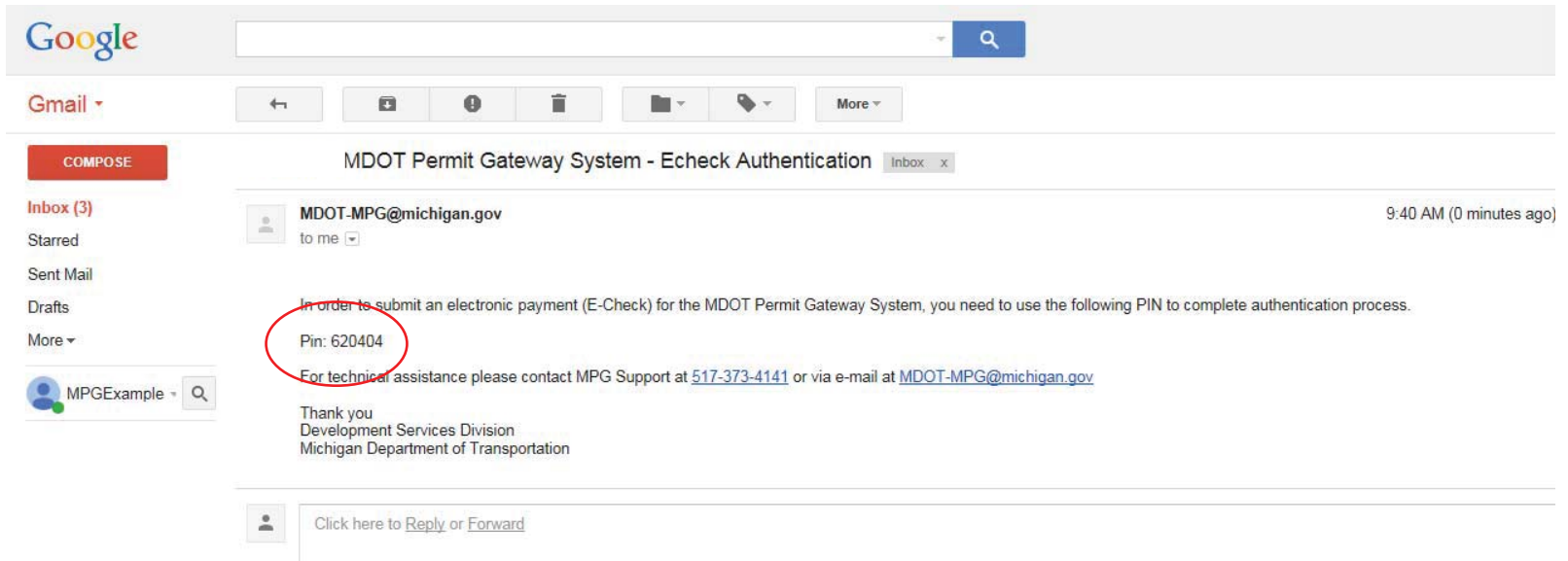
One-time Authentication Required:
Customers paying by Electronic Check must authenticate who they are. Please click "E-Check Authentication" to generate Authentication E-mail. The one-time authentication process is not necessary for credit card payments.

Payments by electronic check require User Email Authentication. A PIN was just sent to your email address. If you would like to pay by check please retrieve the PIN from the email and input below. This is a one-time authentication process. This pin will expire in 2-hrs:

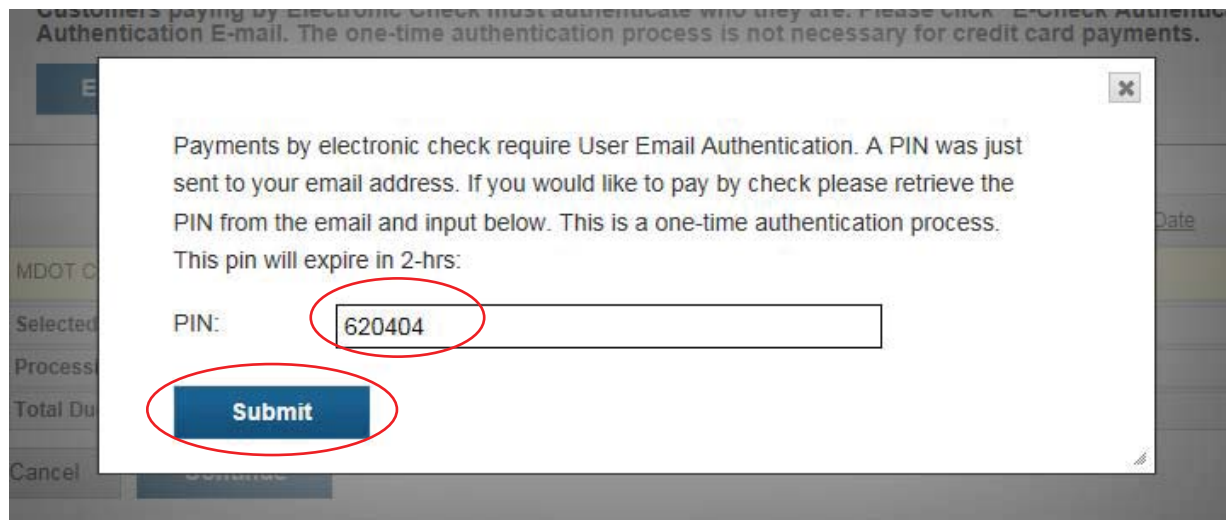
PIN:

[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:

The screenshot shows the MPG MDOT Permit Gateway website. The header includes the MPG logo and a navigation bar with links for Home, My Profile, Customer Survey, and FAQs. A green message box states: "Pin validated successfully. You are now allowed to pay by Electronic Check for all future purchases for any Business/Individual to which you have access." Below this, the Shopping Cart section displays a table with one item: MDOT CPS Application Fee for Application Reference Number: 6548, with a cost of \$15.00. The cart summary shows a subtotal of \$15.00, a processing fee of \$0.00, and a total due of \$15.00. A red circle highlights the "Continue" button at the bottom of the cart.

Example User
MPG QA Test Business (#200015)

Pin validated successfully. You are now allowed to pay by Electronic Check for all future purchases for any Business/Individual to which you have access.



Shopping Cart

	Permit Description	SKU Number	Pay by Date	Delete	Cost
<input checked="" type="checkbox"/>	MDOT CPS Application Fee for Application Reference Number: 6548	00000633	7/31/2015		\$15.00
Selected Subtotal:					\$15.00
Processing Fee:					\$0.00
Total Due:					\$15.00

Cancel Continue

Click "**Continue**" to proceed with your electronic check payment.

Review your order and the “Important Notices” box and Click “Proceed to Checkout”:



[Home](#)
[My Profile](#)
[Customer Survey](#)
[FAQs](#)

Example User

MPG QA Test Business (#200015)

Review Your Order

Permit Description	SKU Number	Pay by Date	Cost
MDOT CPS Application Fee for Application Reference Number:6548	00000633	7/31/2015	\$15.00
Selected Subtotal:			\$15.00
*Processing Fee:			\$0.00
Total Due:			\$15.00

*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 XXXXXXXXXX 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

Checkout will take customer to CEPAS payment screen to process payment

[Cancel](#) [Proceed to Checkout](#)

Select the **“Pay by Electronic Check”** button and in the drop down if it is a **“Personal”** or **“Business”** account:



MICHIGAN.GOV
Michigan's
Official
Website

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.

Michigan.gov Home

Accessibility Policy | Link Policy | Privacy Policy

LARA Home | State Web Sites

Security Policy | Michigan News | Michigan.gov Survey

Page 5 of 8

Input your Name and Address information, followed by your payment information, Click "Next":



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:	<input type="text" value="John"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text" value="Doe"/>
*Street Line 1:	<input type="text" value="1234 Happy Trails"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text" value="Lansing"/>
*State:	<input type="text" value="Michigan"/>
*Zip:	<input type="text" value="48911"/>
*Country:	<input type="text" value="UNITED STATES"/>
*Phone:	<input type="text" value="517-555-5555"/>
*E-Mail:	<input type="text" value="MPGexampleuser@gmail.com"/>

Payment Details	
*Payment Amount:	15.00 USD
Payment Date:	<input type="text" value="07/01/2015"/>
<small>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.</small>	

Payment Method	
*Name On Account:	<input type="text" value="John Doe"/>
*Account Number:	<input type="text" value="123456789"/> What's This?
*Re-Type Account Number:	<input type="text" value="123456789"/>
*Routing Number:	<input type="text" value="_____)358"/> What's This?
*Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings

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
MPGexampleuser@gmail.com

Payment Method

Electronic Check
Checking
x6789
0358

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.

Back

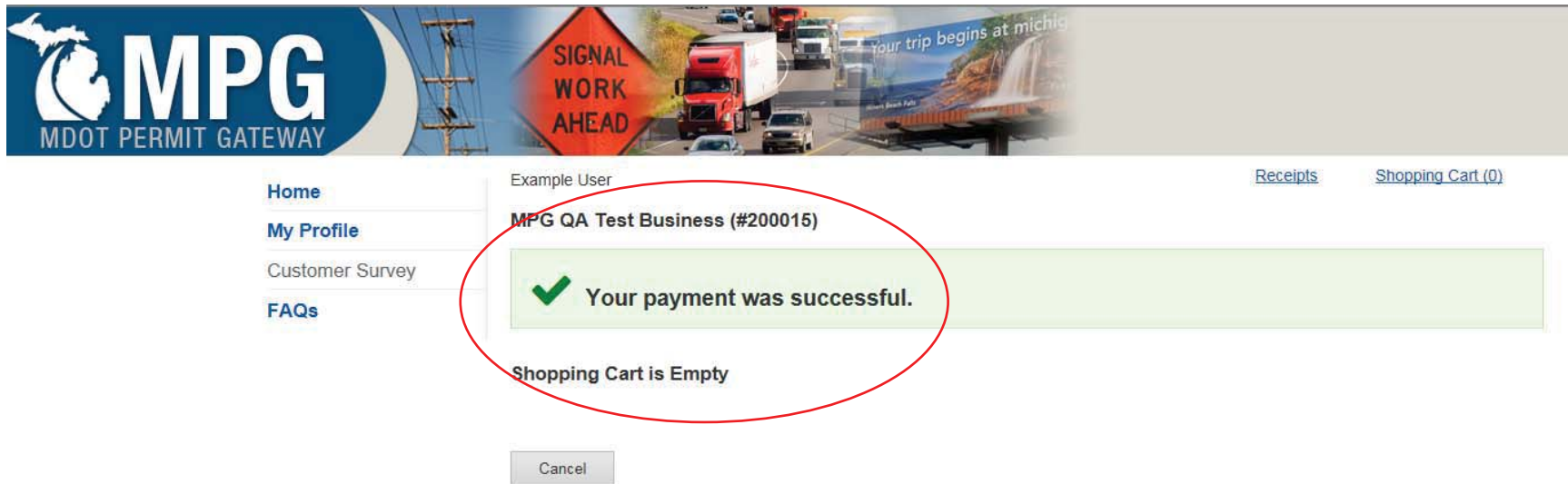
Pay Now

Exit

[Michigan.gov Home](#)
[Accessibility Policy](#) | [Link Policy](#) | [Privacy Policy](#)

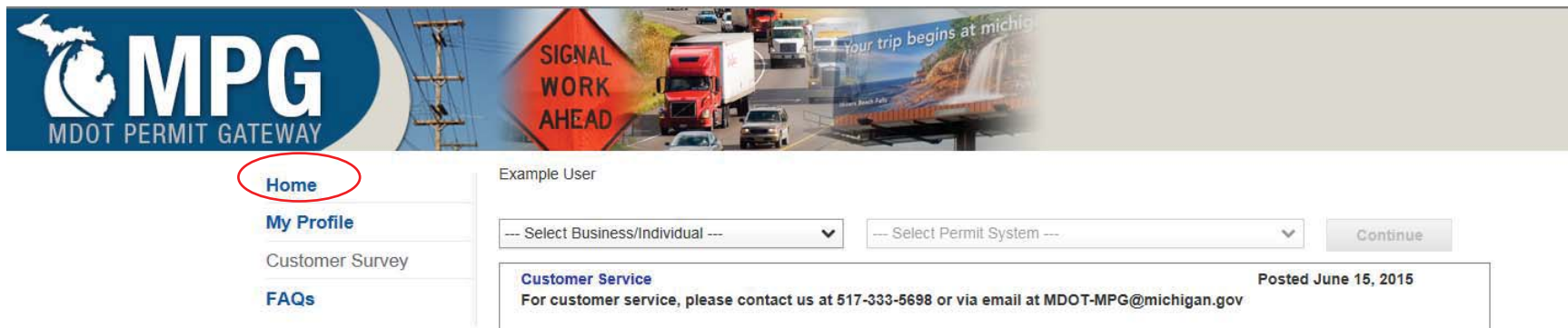
[LARA Home](#) | [State Web Sites](#)
[Security Policy](#) | [Michigan News](#) | [Michigan.gov Surv](#)

You will receive a message that the payment was successful:



The screenshot shows the MPG MDOT Permit Gateway interface. The header features the MPG logo and a banner image with a "SIGNAL WORK AHEAD" sign and a truck. The left sidebar contains links: Home, My Profile, Customer Survey, and FAQs. The main content area displays "Example User" and "MPG QA Test Business (#200015)". A green message box with a checkmark states "Your payment was successful." Below this, it says "Shopping Cart is Empty" and a "Cancel" button is visible. Links for "Receipts" and "Shopping Cart (0)" are in the top right.

Click "Home" to return to your Home Page:



This screenshot shows the same MPG MDOT Permit Gateway interface, but with the "Home" link in the left sidebar circled in red. The main content area now shows "Example User" and two dropdown menus: "--- Select Business/Individual ---" and "--- Select Permit System ---", followed by a "Continue" button. A "Customer Service" section at the bottom provides contact information and a date: "Posted June 15, 2015".