



How to Pay for Licenses Online: Captive Cervid Program

Step 1: Fill out your application online and follow the link:

<https://gateway.maine.gov/ACF/PayMaineEntry>

A screenshot of the 'PayMaine' website. The browser address bar shows 'https://gateway.maine.gov/ACF/PayMaineEntry'. The page header includes the Maine Department of Agriculture Conservation & Forestry logo and the text 'PayMaine The official payment portal of the Maine Department of Agriculture, Conservation and Forestry'. Below the header is a navigation bar with 'Home' and 'Help' links. The main content area is titled 'Welcome' and features a four-step process: 1. Select Department, 2. Select Products, 3. Customer Information, and 4. Pay. Under 'Payment Type', there are two radio buttons: 'Invoicing' (unselected) and 'Direct Charge' (selected). Under 'Program', there is a dropdown menu with a black triangle on the right side. The dropdown menu is open, showing five options: 'MDACF Animal Health Cervid', 'MDACF Animal Health Poultry/Livestock', 'MDACF Bureau of Parks and Lands', 'MDACF Plant Health', and 'MDACF Submerged Lands'. Under 'Payment Method', there are two radio buttons: 'Credit Card' (selected) and 'ACH Debit' (unselected). A blue 'Continue' button is located below the 'Payment Method' section.

Step 2: Select Direct Debit by clicking on the small circle next to where it says Direct Charge under the heading Payment Type.

Step 3: Under where it says Program, in the white box, you will find a black triangle on the right side. Select MDACF Animal Health Captive Cervid from the drop-down menu. DO NOT TYPE ANYTHING IN THE WHITE BOX.

Step 4: Click in the white circle under Payment Method next to where it says Credit Card for a credit card payment. If you want to pay by ACH Debit, click the white circle next to where it says ACH Debit. Then click the blue box that says Continue to get to the next step.

Step 5: Under where it says Product, select from the drop-down menu in the white box the type of license you want to pay for. If you are paying for more than one license product, such as a CLGSA license and a farm, each item is added on a separate line. Click the blue box that says Add New Item and repeat steps 5 for each product added.

Step 6: In the box under Quantity, enter the number 1 for each license product. For Hunt Tags, enter the number of tags you are claiming for the season. The dollar amount for the selected licensing product should auto-populate and fill in the box with the amount due for the license product selected.

Step 7: In the box under Reference Information, put your name and license number (if you have one assigned). See the example in the picture below. In the Comments box, you can choose to indicate if this is a new or renewal licensing product payment by typing in the box.

Step 8: When you are done selecting all of your licensing products and have filled out all the white boxes, click the blue box at the bottom of the screen that says Enter Customer Information. It will take you to the screen where you enter all your information.

The screenshot shows a web browser window with the URL <https://gateway.maine.gov/ACF/PayMaineEntry/CustomerInfo/Edit?clientPaymentId=13307>. The page title is "Customer Information". At the top, there are four numbered steps: 1 (Select Department), 2 (Select Products), 3 (Customer Information), and 4 (Pay). Step 3 is currently active. The form contains the following fields and values:

*First Name	Middle Init	*Last Name	Suffix	Balance Due
Jim		McJammy		\$2,270.00
Company Name				Transaction Fee at 3.00%
Maine Deer Hunt Park and Farm				\$68.10
*Address1				Total Amount
1234 Rody McRd Way				\$2,338.10
Address2				
*City	State	*Zip Code		
Someplace	ME	04444		
EmailAddress		EmailAddressConfirmation		
Jimmjammy1@gmail.com		Jimmjammy1@gmail.com		
PhoneNumber		Country		
2071234567		USA		
Total Amount				\$2,338.10

At the bottom of the form, there is a blue button labeled "Continue to Payment".

Step 9: After you enter all of your information, click the blue button at the bottom of the screen that says Continue to Payment.

Step 11- Paying by Credit Card: On the payment screen to pay by credit card, enter your credit card information and click the Submit Payment button at the bottom of the screen.

The screenshot shows a web browser window with the URL https://demo.convergepay.com/hosted-payments/?ssl_bn_auth_token=d3IYgwGS3W36Tjx3hROGwAAAZ2Bzrm#1/payment-form. The page has a "Back to Order Section" link. The form is divided into two main sections: "Order Section" and "Billing Address".

Order Section:

Amount	103.00 USD
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Payment:

PAYMENT CARD

VISA, Mastercard, Discover, American Express logos are shown.

Card Number *
Expiration Date(MMY) *
CVV2 *

Billing Address:

Company: TESTING 123 Inc
First Name: Test, Last Name: McTest
Address1 *: 123 Test Rd.
Postal Code *: 04000

At the bottom of the form, there is a grey button labeled "Submit Payment". Below the button is a link to "Elavon Privacy Policy" and a "Secure Payment" logo.

Step 11- Paying by ACH: On the payment screen, enter your account information and click the Submit Payment button at the bottom of the screen.