



Watershed Management Division Electronic Payment Instructions

You may now pay your application or operating fees online via the Watershed Management Division Generic Application/Report Submission and Fee Payment Form: https://anonline.vermont.gov/?formtag=WSMD_Intake. Payments may be made using either a credit/debit card or directly from a bank account (eCheck).

Below are step-by-step instructions on how to submit a payment using this [form](#):

- Scroll to the bottom of the page and select 'Begin Form Entry'
- You will be prompted to sign in. You may log in to an existing account, register for an account, or continue as a guest user (note: you may submit this form as a guest user, you do not need to register for an account to submit this form).
- General Information – Complete all required information (indicated with a red *), select the Watershed Management Division Program that you are paying a fee for, select the 'fee payment alone' option, and enter your permit number. Once complete click 'Attach Forms/Supporting Materials' to continue to the next section of the form.
- Attach Forms/Supporting Materials – You may upload/attach a copy of an invoice or related email (this is not required) here. Once complete, click 'Fee Payment'.
- Fee Payment – Enter the amount of the payment you will be submitting. Once complete, click 'Review'.
- Review – Review the information and select 'Certify & Submit'
- Certify and Submit – The form will be submitted, when you click 'Submit Form', however is still awaiting payment (Note: you may be prompted again to sign in or continue as a guest user)
- Payment Required to Complete Submission – Click 'Pay Online' on the pop-up
- Payment – You may submit a payment using either a credit/debit card or directly from a bank account (eCheck); complete all required information on this page and click 'Pay Now' at the bottom of the page. *Note: You must provide your email address in the billing information section if you want a receipt emailed.*
- Payment Complete – You will be routed back to your submission which will now show the fee has been paid, you may print a confirmation/receipt from here if needed.