

# Instructions for fee payments using the NDDEQ Online Radiation Control Program Portal

## Step 1 – Login

The web address of the Online Radiation Control Program portal is:

<https://rcp.deq.nd.gov/deq/rcp/ndLogin2.aspx>

If you have a ND Login, you can use it. Enter the username and password in fields highlighted in yellow in the screen shot. (If you have a login for other state agencies, such as WSI, Job Service, NDDOT, etc.... This same login may work.)

If you do not have an ND Login, click the **Register Now** link next to the Red arrow.

The screenshot shows a web browser window with the URL <https://rcp.deq.nd.gov/deq/rcp/ndLogin2.aspx>. The page features the North Dakota logo and 'Environmental Quality' branding. The main content area is titled 'North Dakota login' and contains the following elements:

- Text: 'Already Registered - Not Sure?'
- Section: 'North Dakota Login:'
- Input field: Username (highlighted in yellow)
- Text: 'Forgot Login' (link)
- Section: 'Password:'
- Input field: Password (highlighted in yellow)
- Text: 'Forgot Password' (link)
- Button: 'Login'
- Section: 'New to North Dakota Online Services?'
- Text: 'Register Now!' (with a red arrow pointing to it)
- Section: 'Benefits of North Dakota Login'
- List of benefits:
  - One North Dakota Login and password to access multiple ND Online Services
  - Register once for secure access to State services
- Text: 'Need help? Read through the FAQ.'
- Text: 'Update your account' (link)
- Text: 'For assistance with this North Dakota Login, contact the Service Desk.' (link)

At the bottom of the page, there is a footer: 'DEQ Home | Feedback | Updated: 05/26/2021'.

## Step 2 – Select a Company

The first time you login, you will be asked to select a **Company**. The system tracks companies that have radioactive materials licenses.

You can select the company using the company dropdown box, or you can select by your company's Radioactive Materials License number. You do not need to do both. You can select one or the other.

**NOTE:** If you wish to make payments for multiple company licenses, you will need to first register for one of the company's licenses and then contact the Radiation Control Program at 701-328-5166 and they will set up the ability for you to make payments for the additional licenses.

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

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Logout | Return To Company Page | Contact NDDEQ

### Fee Company Select

Because this is the first time that your ND Login has been used to enter the ND Radiation Control Program fee site, we need you to select a company from one of the drop downs below to register. If you have any questions, please contact the Radiation Control Program staff at 701-328-5166 or [ram@nd.gov](mailto:ram@nd.gov).

Company Name:   Select company by name

OR

License Number:   or license number

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Then press the Green button that says **Continue**.

### Step 3 –Make Payment

On this page you can see the **Company Information**, including the name, license number, and address.

Below the company information is a list of **Users** who are people who are registered within this web application to have access for this company.

Below the users list are the **Fees**, which is an ongoing list of pending and paid fees for this company.

In the Fees area - you can get:

1. An invoice for current fees that are due.
2. A receipt for any paid fees.

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#### Company Information

Name: [Redacted]  
License #: [Redacted]  
Address: [Redacted]  
Address 2: [Redacted]  
City State Zip: [Redacted]  
County: [Redacted]  
Phone: [Redacted]  
Email: [Redacted]

#### Select Action

- 1. Pay Fees  [Pay Fees Online](#)
- 2. Manage Temporary Jobsite Locations

#### Users

User
Gary D Haberstroh

#### Fees

Fee Year	Fee Type	Date Due	Date Paid	Invoice Number	Status	Amount	
2021	Annual Fee - Multiple Location			2137	Pending	\$250.00	<a href="#">Invoice</a>
2021	Annual Fee - Prorated	12/31/2021		2137	Pending	\$1,492.00	<a href="#">Invoice</a>
2020	Annual Fee	1/1/2020	12/26/2019	362	Paid	\$6,294.00	<a href="#">Receipt</a>
2019	Annual Fee	1/1/2019	11/14/2018	361	Paid	\$6,294.00	<a href="#">Receipt</a>
2018	Annual Fee	1/1/2018	11/13/2017	360	Paid	\$6,129.00	<a href="#">Receipt</a>
2017	Annual Fee	1/1/2017	11/8/2016	359	Paid	\$6,015.00	<a href="#">Receipt</a>
2016	Annual Fee	1/1/2016	11/13/2015	358	Paid	\$5,950.00	<a href="#">Receipt</a>

[Print Invoice](#)

[Print Receipt](#)

## Online Payment

If you click on **Pay Fees** and then press **Go**, it will take you to a form that summarizes the fees that are due. This will be a list of all of the fees currently due and display the total amount due.

If the amount due looks correct, you can press the **Continue to Payment** button at the bottom left side of the page.

The screenshot shows the North Dakota Environmental Quality website. At the top, there is a navigation bar with the text "North Dakota nd.gov Official Portal for North Dakota State Government" and the "North Dakota BE LEGENDARY" logo. Below this is a banner for the "ND Radiation Control Program" with an image of a radiation control facility. A secondary navigation bar contains links for "Logout", "Return To Company Page", and "Contact NDDEQ".

The main content area is titled "Company Information" and displays "Outstanding Fees:" followed by a table:

Fee Year	Fee Type	Date Due	Amount
2021	Annual Fee - Prorated	12/31/2021	\$1,492.00
2021	Annual Fee - Multiple Location		\$250.00

Below the table, it states "Amount Due: \$1,742.00". A dashed box contains the text: "Electronic Payments through J.P. Morgan Chase incur a 2.5% card processing fee or \$1 by e-check, by clicking Continuing To Pay Online you agree to this fee." At the bottom, there are two buttons: "Continue to Payment" (highlighted with a green arrow) and "Cancel".

At the very bottom of the page, there is a footer: "DEQ Home | Feedback | Updated: 12/01/2021".

This will take you to an external JP Morgan Chase payment site. The total amount due will be passed to this payment site and you will be asked to provide either ACH payment information for an online check or a credit card number for making a credit card payment. Upon payment completion on the JP Morgan Chase payment site, the payment information will be transmitted back to the Radiation Control Program.

**NOTE:** The J.P. Morgan Chase site charges a fee to use the site. ACH payments are charged \$1 per transaction and credit card payment are charged 2.5% of the total fee payment. This is a J.P. Morgan Chase charge and is not collected by the Radiation Control Program.