



ACCESSDEQ USER GUIDE

PAY INVOICE AS A GUEST

Pay an AccessDEQ invoice without using an AccessDEQ portal account

**Department of Environmental Quality (DEQ)
Permitting Transformation Program (PTP)**



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Document Overview

This document is to assist AccessDEQ portal users in making payments to existing invoices by searching on the invoice number and amount, regardless of whether users are signed in to the AccessDEQ portal or have an AccessDEQ portal account.

A revision history and approvals for this document are recorded in [Appendix A](#).

Helpful reference information may be found in [Appendix B](#).

Brief instructional videos can be found on DEQ’s YouTube channel in the [AccessDEQ Portal Instructional Video](#) playlist.

Pay Invoice as a Guest

Users may pay an invoice which has been generated by AccessDEQ without signing in or without having an AccessDEQ portal account. Users only need enough information to find the correct invoice:

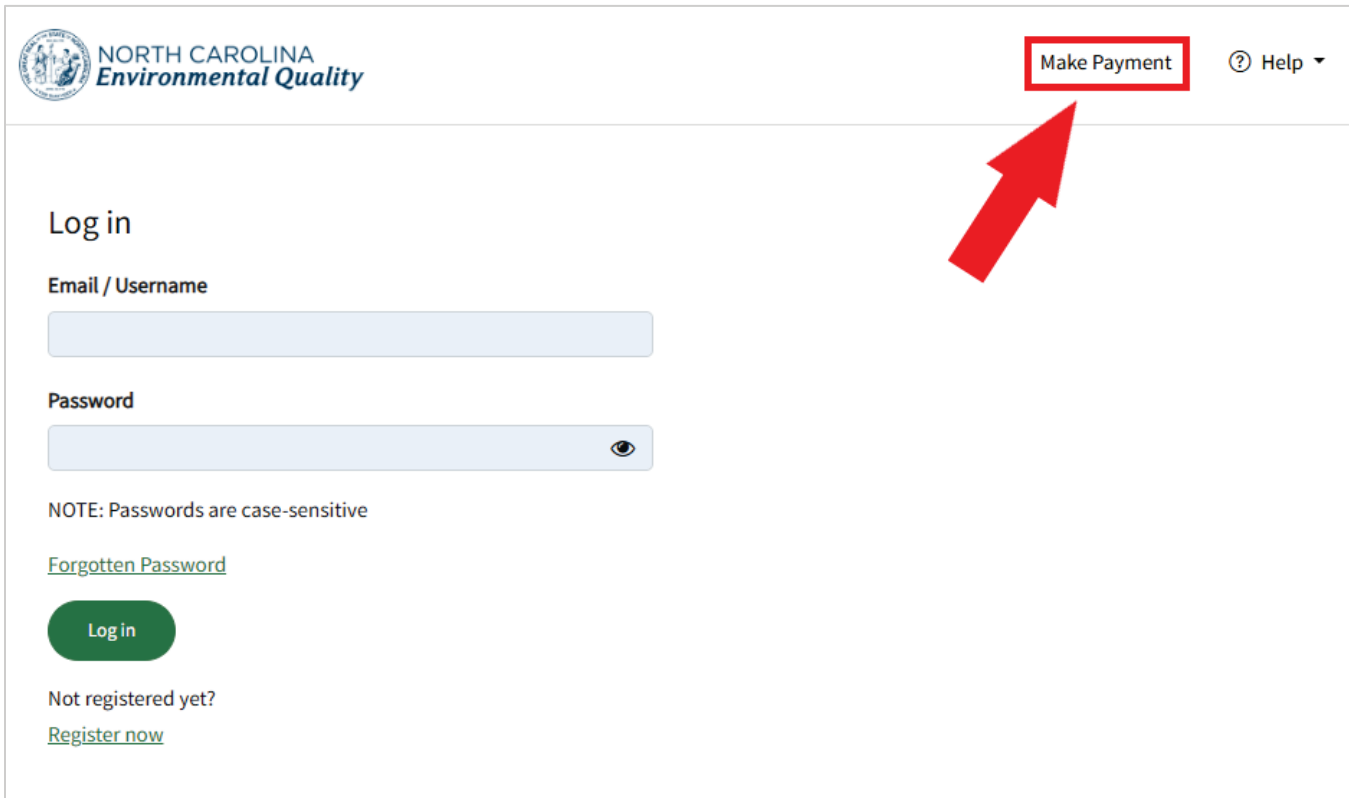
- ✓ Invoice number
- ✓ Invoice amount

The **Make Payment** link at the top right of the screen appears throughout AccessDEQ and allows users to search for invoices to pay. Logged-in users can also use it to find invoices.

Step 1: Navigate to <https://portal.deq.nc.gov/my-accessdeg>

Users who are not signed in will see the login screen, those who are signed in will see the AccessDEQ homepage.

Step 2: Click the **Make Payment** link at the top right of the screen.

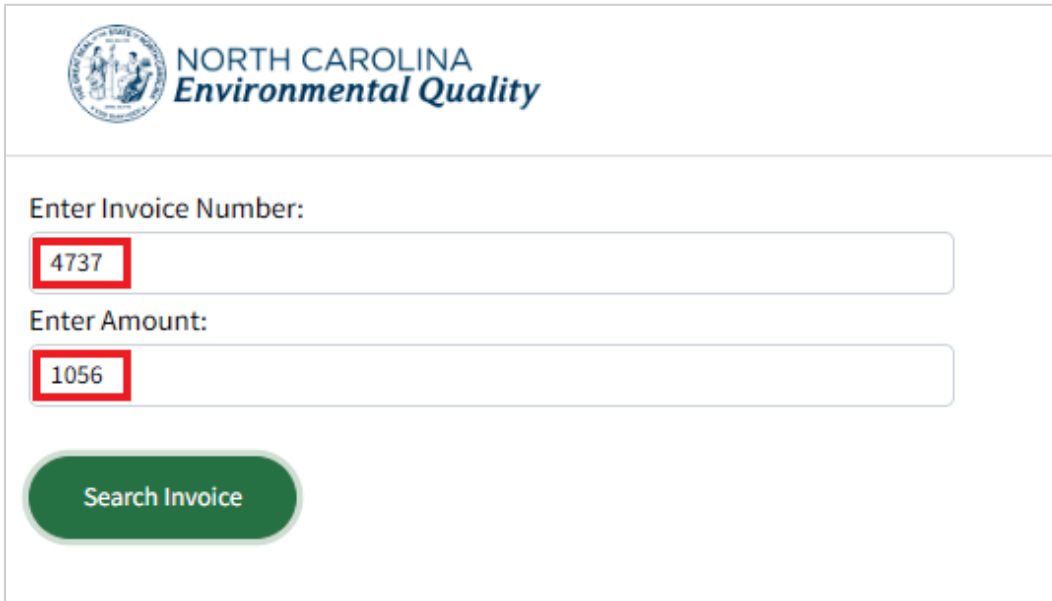


The screenshot displays the AccessDEQ login interface. At the top, the North Carolina Department of Environmental Quality logo is on the left, and the 'Make Payment' link is on the right, enclosed in a red rectangular box with a red arrow pointing to it. Below the header, the 'Log in' section contains two input fields: 'Email / Username' and 'Password'. The 'Password' field includes a toggle icon for visibility. A note states 'NOTE: Passwords are case-sensitive'. Below the inputs are links for 'Forgotten Password' and 'Register now', and a green 'Log in' button.

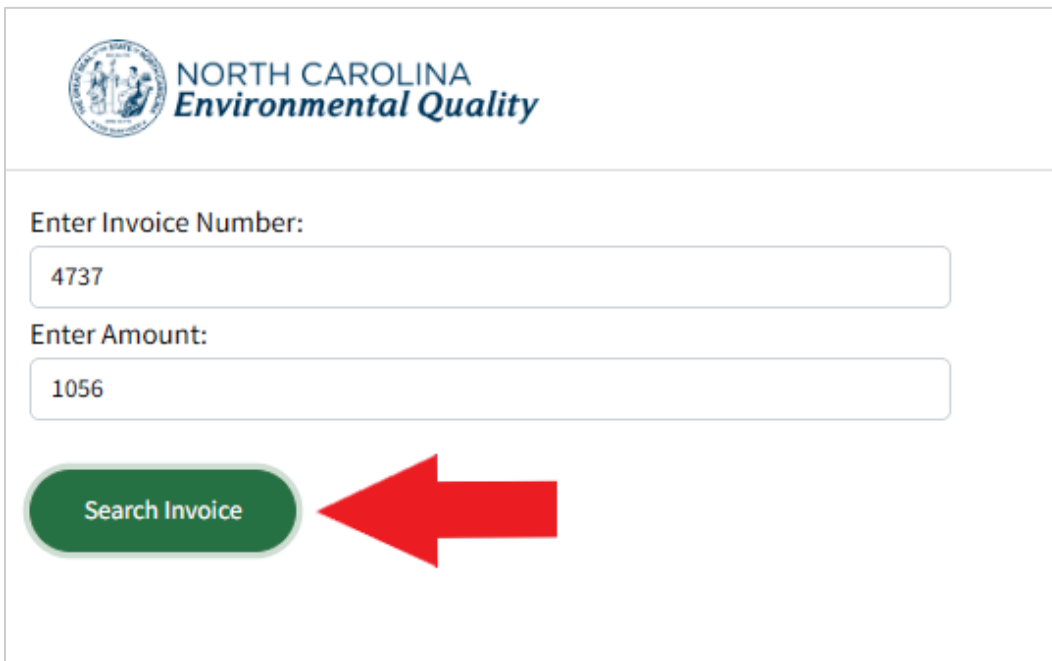
Step 3: Enter the **Invoice Number** and **Amount**.

Users can enter invoice numbers in any of these formats:

- ✓ full format, including the INV- prefix (**example: INV-004737**) or
- ✓ numbers only (**example: 004737**) or
- ✓ without the prefix and leading zeroes (**example: 4737**)



Step 4: Click **Search Invoice** to initiate the search.



If an invoice is found which matches the invoice number and amount, it will be displayed.

Step 5: Users can click **Make Online Payment** to go to the PayIt service where they can pay by debit/credit card or ACH bank transfer.

Invoice

Invoice Header

Application Number PA-025846	Invoice Number INV-004737	Invoice Date 09/17/2025	Due Date 10/17/2025
Invoice Total \$1,056.00	Total Paid \$0.00	Remaining Balance \$1,056.00	Status Payment Due
Environmental Interest Name New Caprica	Primary Applicant Name Kara Thrace & Associates		

Invoice Line Items

Product Name	Description	Quantity	Amount
PCSW-New or Major Modification Permit - 0 or 1 SCM	0(Low Density) or 1 SCM	1.00	\$1,056.00



Make Online Payment

[Pay by Check?](#)

PayIt fees for online payments

Flat **\$3.00** convenience fee each transaction

PLUS

> additional **\$1.25** flat fee each ACH transaction

OR

> additional **1.85%** fee each debit/credit card transaction.

Example

\$1,056 paid via ACH:

$\$1056 + \$3 + \$1.25 = \mathbf{\$1060.25}$

\$1056 paid via credit/debit card:

$\$1056 + \$3 + (1.85\% * \$1056) = \mathbf{\$1078.54}$

Step 6: Users can log in to PayIt, create an account, or **Continue as Guest** to enter payment information.

Log in to PayIt.

New to PayIt? [Create an account.](#)

Email Address

Password

Show

☐ Remember Me

Log In

Forgot Password

Or

Continue with Apple

Continue with Facebook

Continue with Google

Continue as Guest

NOTICE FOR PUBLIC COMPUTER USERS - If you sign in with Google, Apple, or Facebook you are also signing into that account on this computer. Remember to sign out when you're done.

Using a PayIt account allows users to save payment information so it can be used later.

Users can click the **Create an account** link if they do not already have a PayIt account. For users with a PayIt account, they can sign in before proceeding to the payment.

Using **Continue as Guest** allows users to enter a payment without a PayIt account.



Step 7: Complete the payment in PayIt and see payment receipt.

Payment Receipt

Print

Invoice Header

Application Number	Invoice Number	Invoice Date	Environmental Interest Name
PA-025846	INV-004737	09/17/2025	New Caprica
Primary Applicant Name			
Kara Thrace & Associates			

Invoice Line Items

Product Name	Description	Quantity	Amount
PCSW-New or Major Modification Permit - 0 or 1 SCM	0(Low Density) or 1 SCM	1.00	\$1,056.00

Payments

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status
PMT-25404	b39dc129-2039-496c-a154-7fcdd422c7df	Online Payment	\$1,056.00	10/06/2025	Active

After completing a payment in PayIt, users are returned to AccessDEQ and presented with a payment receipt, which can be printed or saved using the **Print** button.

Users will also receive an email confirmation from **PayIt LLC** (admin@payitgov.com) that also includes documentation of the associated PayIt fees.

Your Payment Receipt

Thank you for your payment with **myNCDEQ**.

Payment Summary

PCSW-New or Major Modification Permit - 0 or 1 SCM \$1,056.00

0(Low Density) or 1 SCM

Visa ending in 1111

Paid on October 6, 2025 2:16 PM

Confirmation Number b39dc129-2039-496c-a154-7fcdd422c7df

Convenience Fee \$3.00

Processing Fee \$19.54

Payment Total \$1,078.54



For users who have an AccessDEQ portal account associated with the invoice, the updated invoice is viewable in the portal.

My AccessDEQ / Invoices

Invoices

Use this page to pay invoices related to applications and permits.

Invoice(s) Consolidated Invoice(s)

Status: All ▼

Export to Excel

4737

	Invoice	Invoice ...	Due Date	Rem...	Status	Invoice...	Total Paid	Application	Loca...	
☐	INV-004737	09/17/2025	10/17/2025	\$0.00	Paid In Full	\$1,056.00	\$1,056.00	PA-025846 ✓	New Caprica	Actions ▼

Invoice

Invoice Header

Application Number	Invoice Number	Invoice Date	Due Date
PA-025846	INV-004737	09/17/2025	10/17/2025
Invoice Total	Total Paid	Remaining Balance	Status
\$1,056.00	\$1,056.00	\$0.00	Paid In Full
Environmental Interest Name	Primary Applicant Name		
New Caprica	Kara Thrace & Associates		

Invoice Line Items

Product Name	Description	Quantity	Amount
PCSW-New or Major Modification Permit - 0 or 1 SCM	0(Low Density) or 1 SCM	1.00	\$1,056.00

Make Online Payment

[Pay by Check?](#)

Payments

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status
PMT-25404	b39dc129-2039-496c-a154-7fcdd422c7df	Online Payment	\$1,056.00	10/06/2025	Active



Appendix A – Document Management

Document History

The change history of the document is recorded in the Revision History Table.

Version	Version Description	Details
1.0	Initial version of the user guide.	Author: Christi Haynes Date: 10/06/2025

Appendix B – Helpful Information

Description	Web Address
North Carolina AccessDEQ homepage	https://deq.nc.gov/accessdeg
Sign into or sign up for an AccessDEQ portal account	https://portal.deq.nc.gov/login
My AccessDEQ user portal homepage	https://portal.deq.nc.gov/my-accessdeg
General guide to the My AccessDEQ portal	https://portal.deq.nc.gov/help/getting-started-guide
Answers to FAQs and commonly used acronyms	https://portal.deq.nc.gov/help/faqs-and-acronyms
Links to all AccessDEQ portal application user guides	https://portal.deq.nc.gov/help/user-guides
North Carolina DEQ YouTube Playlists	https://youtube.com/@NCDEQ/playlists

The North Carolina Department of Environmental Quality (DEQ) Permitting Transformation Program (PTP) is the initiative behind AccessDEQ. Information about it can be found at

<https://www.deq.nc.gov/accessdeg/permitting-transformation-program>.

Information about all DEQ permitting and a link to a list of all permits, including those not currently part of AccessDEQ, can be found at this web address: <https://www.deq.nc.gov/accessdeg/permit-directory>.