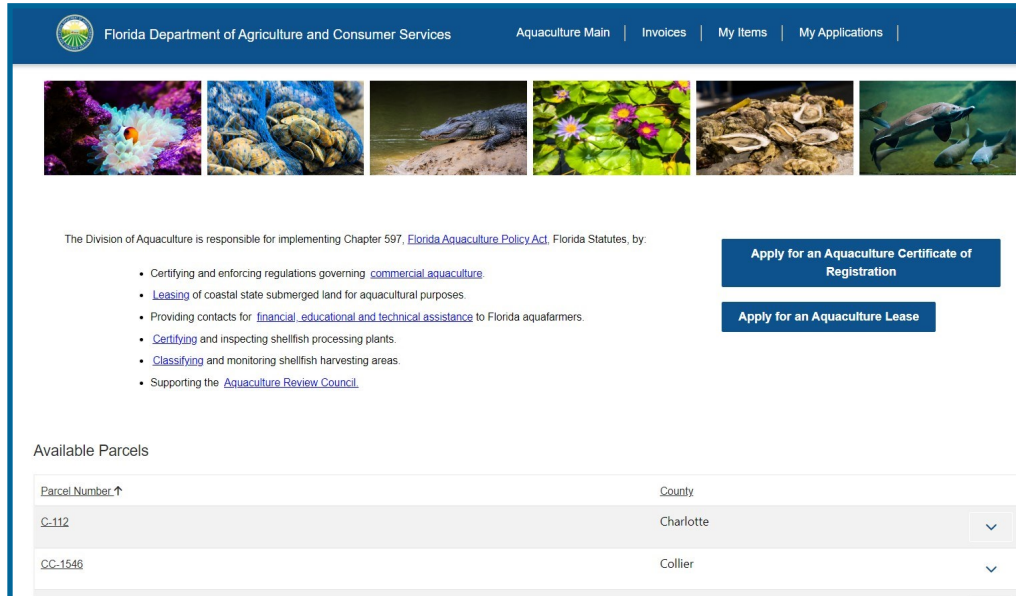


Payments In Portal Guidance Document

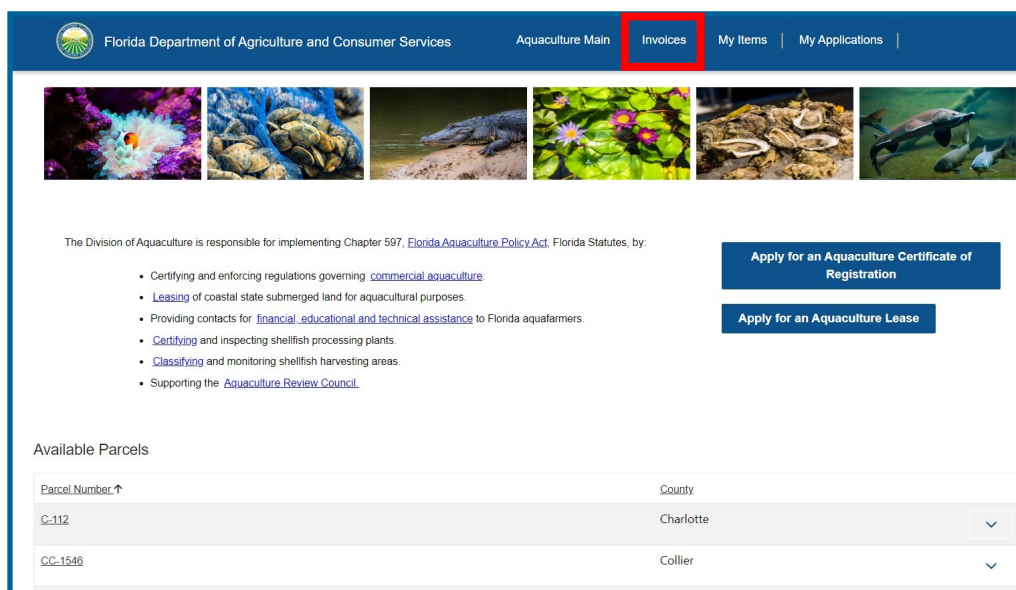
<https://aquacultureportal.FDACS.gov/>

This guidance document helps users navigate their way through the FDACS Division of Aquaculture portal to make payments. For any questions, please contact the Florida Department of Agriculture and Consumer Services, Division of Aquaculture at (850) 617-7600 or Aquaculture_Web@FDACS.gov.

1. Once signed in, you will see the **Aquaculture Main** page.



2. From the **Aquaculture Main** page, click the **Invoices** tab from the banner at the top of the page.



Invoices

You will have the ability to view all your invoices of any applications or annual rental lease fees within the portal by navigating to the **Invoices** tab from the banner at the top of the page.

Here you are able to view the:

- ⇒ Invoice Number
- ⇒ Related Lease or Application
- ⇒ Invoice Date
- ⇒ Contact Responsible for Payment
- ⇒ Paid Status

Note: Only one item can be paid per transaction



Florida Department of Agriculture and Consumer Services

Aquaculture Main

Invoices

My Items

My Applications

Raquel McArthur -

Lease Invoices

Name ↑	Invoice Date	Paid	Contact	Lease	
100290 - Raquel McArthur	10/1/2024	Yes	Raquel McArthur	04-AQ-01064	▼
100291 - Raquel McArthur	10/1/2024	Yes	Raquel McArthur	04-AQ-01064	▼
100451 - Raquel McArthur	11/1/2024	No	Raquel McArthur	04-AQ-01064	▼
100579 - Raquel McArthur	11/18/2024	Yes	Raquel McArthur	65-AQ-02319	▼

Application Fees

Name ↑	Invoice Date	Paid	Contact	Application	
100568 - Raquel McArthur	11/18/2024	Yes	Raquel McArthur	Certificate Application	▼
100584 - Raquel McArthur	11/18/2024	No	Raquel McArthur	Lease Application	▼



3. To view and pay your invoice, click on the Invoice number in the left-hand column. You may also view and pay by clicking the carat then selecting **View Details** from the drop-down menu.

Name ↑	Invoice Date	Paid	Contact	Lease	
100290 - Raquel McArthur	10/1/2024	Yes	Raquel McArthur	04-AQ-01064	▼
100291 - Raquel McArthur	10/1/2024	Yes	Raquel McArthur	04-AQ-01064	▼
100451 - Raquel McArthur	11/1/2024	No	Raquel McArthur	04-AQ-01064	▼
100579 - Raquel McArthur	11/18/2024	Yes	Raquel McArthur	65-AQ-01064	View details

4. After reviewing the invoice, click the **Pay Now** button.

Credit Card Payments: a 2.5% convenience fee is applied to the total invoice amount.
Debit Card Payments: a \$0.50 convenience fee is applied to the total invoice amount.

Pay Now

Invoice Details

Name
100451 - Raquel McArthur

Invoice Number
100451

Contact
Raquel McArthur

Application
—

Lease
04-AQ-01064

Invoice Date
11/1/2024

Payment Details (Convenience Fee and Portal Amount populated after payment)

Total Amount
\$ 86.92

Convenience Fee
—

Portal Payment Amount
—

Paid
☒ No ☐ Yes

Line Items

Name	Acres	Rate Per Acre	Acres (Adjusted)	Total Amount
253 Dock Lease - Rate	2.00	\$33.46	2.00	\$66.92
253 Dock Lease - Surcharge	2.00	\$10.00	2.00	\$20.00

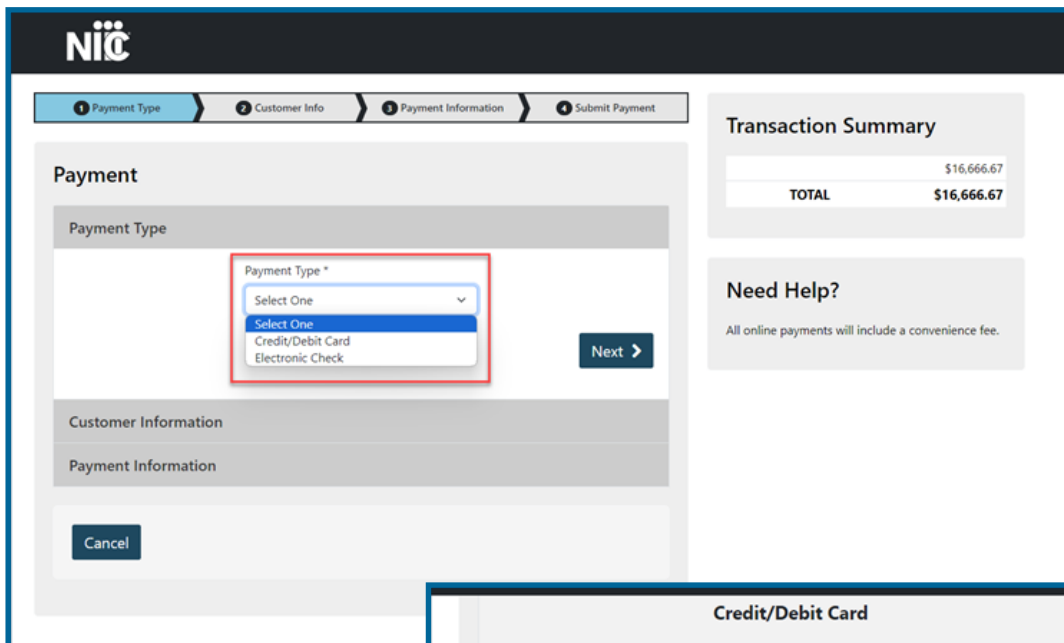
If you notice any discrepancies in your invoice, please reach out to the Division of Aquaculture at (850) 617-7600 before paying the invoice.



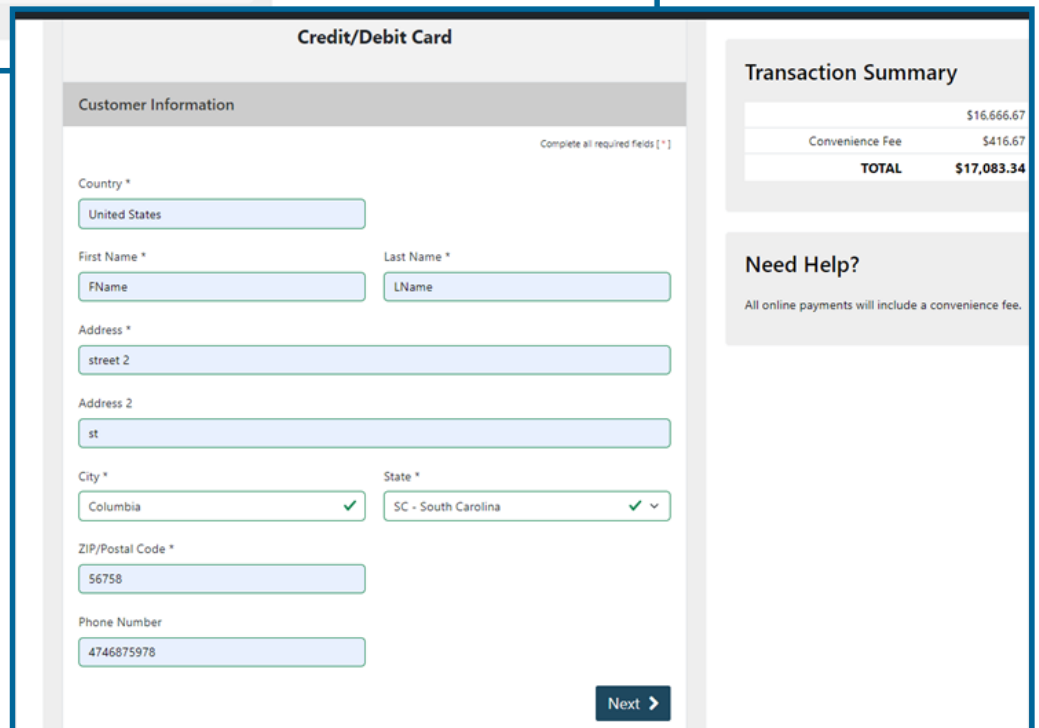
Payment Page—Customer Information

5. Select the Payment Type and Click **Next**.
6. Enter Customer Information by entering your information into the required field boxes.
 - ⇒ First Name
 - ⇒ Last Name
 - ⇒ Address 1
 - ⇒ State
 - ⇒ County
 - ⇒ Postal Code
 - ⇒ Phone Number
7. Once all information has been entered, click **Next**.

Note: Enter a valid address to avoid errors when clicking **Next**.



The screenshot shows the NiC Payment Page. At the top, there is a progress bar with four steps: 1. Payment Type, 2. Customer Info, 3. Payment Information, and 4. Submit Payment. The first step, 'Payment Type', is currently active. Below the progress bar, there is a 'Payment' section with a 'Payment Type' dropdown menu. The dropdown menu is open, showing three options: 'Select One', 'Credit/Debit Card', and 'Electronic Check'. A red box highlights the dropdown menu. To the right of the dropdown menu is a 'Next >' button. Below the 'Payment Type' section, there are sections for 'Customer Information' and 'Payment Information', both of which are currently empty. At the bottom left of the 'Payment' section, there is a 'Cancel' button. To the right of the 'Payment' section, there is a 'Transaction Summary' box showing a 'TOTAL' of \$16,666.67. Below the 'Transaction Summary' box, there is a 'Need Help?' section with the text 'All online payments will include a convenience fee.'



The screenshot shows the NiC Payment Page, specifically the 'Credit/Debit Card' section. The 'Customer Information' section is active, and the user is required to complete all fields marked with an asterisk (*). The fields are: Country (*), First Name (*), Last Name (*), Address (*), Address 2, City (*), State (*), ZIP/Postal Code (*), and Phone Number. The 'Country' field is set to 'United States'. The 'First Name' field is set to 'FName' and the 'Last Name' field is set to 'LName'. The 'Address' field is set to 'street 2' and the 'Address 2' field is set to 'st'. The 'City' field is set to 'Columbia' and the 'State' field is set to 'SC - South Carolina'. The 'ZIP/Postal Code' field is set to '56758' and the 'Phone Number' field is set to '4746875978'. Green checkmarks are visible next to the 'Country', 'City', and 'State' fields, indicating they are valid. At the bottom right of the 'Customer Information' section, there is a 'Next >' button. To the right of the 'Customer Information' section, there is a 'Transaction Summary' box showing a 'TOTAL' of \$17,083.34, which includes a 'Convenience Fee' of \$416.67. Below the 'Transaction Summary' box, there is a 'Need Help?' section with the text 'All online payments will include a convenience fee.'



Payment Page - Card Payment Information

8. Enter Payment Information by entering your information into the required field boxes.
- ⇒ Credit Card Number
 - ⇒ Expiration Month
 - ⇒ Expiration Year
 - ⇒ Security Code
 - ⇒ Name on Credit Card

Note: Enter valid credit card information to avoid errors when clicking **Next**.

Payment Information

Complete all required fields [*]

Credit Card Number * ?	Credit Card Type
	   
Expiration Month *	Expiration Year *
Select a Month	Select a Year
Security Code * ?	
Name on Credit Card *	
☒ Payment Address is the same as Customer Information *	
Next >	



Payment Page - Electronic Check Payment Information

9. Enter Payment information by entering your information into the required field boxes.

- ⇒ Name on Account
- ⇒ Routing Number
- ⇒ Account Number
- ⇒ Re-enter Account Number
- ⇒ Select either Checking or Savings

Note: Enter valid electronic check information to avoid errors when clicking **Next**.

The screenshot shows the 'Payment Information' form. It includes fields for 'Name on Account *', 'Routing Number *', 'Account Number *', and 'Re-enter Account Number *'. There are checkboxes for 'This is a business account.', 'Checking', 'Savings', and 'Payment Address is the same as Customer Information *'. A 'Next >' button is at the bottom right. Red boxes highlight the 'Routing Number' and 'Account Number' fields, with red arrows pointing to the corresponding fields in the second screenshot.

The screenshot shows the 'Payment Information' form after completion. It displays the entered information: 'Electronic Check ****6789', 'Name on Account Test', and 'Routing Number 012345678'. There is an 'Edit' button. The 'Terms and Conditions' section is expanded, showing the authorization text and a checkbox for 'Yes, I authorize this transaction.' A red arrow points from the 'Next >' button in the first screenshot to the top right corner of this form.



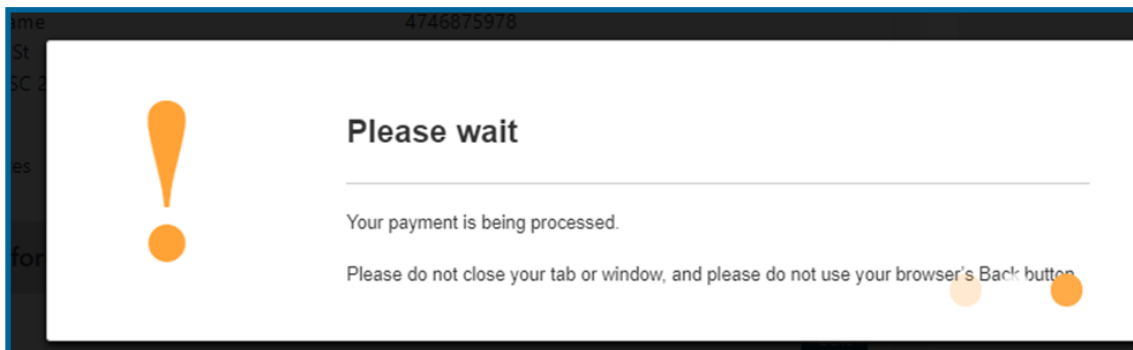
Submit Payment

A summary page will be displayed showing your information with **Edit** option. Once the information is accurate and complete, select **Submit Payment**.

The screenshot shows a payment form titled "NIC Credit/Debit Card". It is divided into two main sections: "Customer Information" and "Payment Information", both marked with a green checkmark. The "Customer Information" section includes fields for "Address" (FName LName, 1901 Main St, Columbia, SC 29201) and "Phone Number" (4746875978). The "Payment Information" section includes fields for "Credit Card" (Visa ****1111, Exp. 03/2027) and "Name on Credit Card" (Fname LName). Each section has an "Edit" button. To the right, a "Transaction Summary" table shows a total of \$17,083.34, including a convenience fee of \$416.67. Below the summary is a "Need Help?" section with a link to review payment information. At the bottom are "Cancel" and "Submit Payment" buttons.

	\$16,666.67
Convenience Fee	\$416.67
TOTAL	\$17,083.34

When you click **Submit payment**, a message will appear while the payment is being processed.



Once the payment is process, a Confirmation Page will appear. Retain the Confirmation Number for your records.

The screenshot shows a confirmation page with the title "FDACS Payment Portal Confirmation Page". It includes the following information: "Confirmation Number: 151631", "Convenience Fee Amount: \$2.50", and "Total Amount of Purchase: \$102.50". A message at the bottom states: "This charge will appear on your statement as a payment to the Florida Department of Agriculture and Consumer Services. Thank you for using the FDACS Payment Portal." At the top, it says "Please Print this Confirmation Page or Save as an HTML file."



Invoice Page

Once Payment is made, The Paid Status will appear as Yes. Additionally, *Your invoice has been paid* message will be displayed in the **View Details** from the carat drop-down.

Lease Invoices				
Name ↑	Invoice Date	Paid	Contact	Lease
100030 - Raji Mathialagan	9/4/2024	No	Raji Mathialagan	03-AQ-01027-253 dock lease
100212 - Raji Mathialagan	9/19/2024	Yes	Raji Mathialagan	01-AQ-01078
100217 - Raji Mathialagan	9/20/2024	No	Raji Mathialagan	05-AQ-01099
100227 - Raji Mathialagan	9/20/2024	No	Raji Mathialagan	01-AQ-01078
Invoice - 04 - AQ - 01008	8/20/2024	No	Raji Mathialagan	04 - AQ - 01008 - 253 water column lease

Your invoice has been paid

Invoice Details

Name

100212 - Raji Mathialagan

Invoice Number

100212

Contact

Raji Mathialagan

Application

—

Lease

01-AQ-01078

Invoice Date

9/19/2024

Payment Details (Convenience Fee and Portal Amount populated after payment)

Total Amount

