



## **Fact Sheet for ePay and Payment of License of Occupation Fees** **Environmental & Safety Management**

### **Steps for ePay:**

1. Go to <https://epay.calgary.ca> and sign in to myID using your Username and Password. You can either use an existing account or create a new one. **Please call 311 if you have any issues with your myID account.**
2. Select "Environment" from the Business Unit Drop Down and Environmental Risk and Liability from the Division Drop Down.
3. Select the License of Occupation and a listing of the number of years (or Amendment) and associated amounts for each should come up. Once selected the amount will automatically populate.
4. Key in the Order # using your unique project number. Please note that no special characters or spaces can be used. The Pay feature will then be enabled.
5. Select payment method (Credit Card or Debit) and click Pay.
6. Complete the required information and click submit. You will be provided with a Confirmation # and that the transaction was successful.

**Please note that VISA, Mastercard and American Express are acceptable credit cards for payment.**

**For Interac Online – is only available for customers of Royal Bank and Toronto Dominion Bank**