HOW TO USE ELICENSE FOR AQUACULTURE FISH PRODUCTION (AQFP)
USERS GUIDE

Department of Agriculture

APRIL 28, 2021

Background

State of Connecticut regulatory statue for Aquaculture Fish Production states that businesses must completed an application, have an inspection of their business each year through the on-line system known as eLicense.

Production (www.elicense.ct.gov)

AQ Fish Production regulatory statue ......goes here

The applicant is responsible to have all the necessary permits and comply with all applicable health and environmental laws, regulations, and policies.

>After the initial application review, an inspection of the facility is required before the permit is issued. A site inspection for a new facility may be needed prior to construction. The applicant shall allow the Department to inspect the facility, equipment, and fish at reasonable hours.

The applicant must notify the Department of any significant changes to the species of fish or the facility after the permit is issued by filling out this application, checking Addendum, and highlighting all changes.

The applicant must renew their Fish Aquaculture Production License annually by submitting this application and checking Renewal.
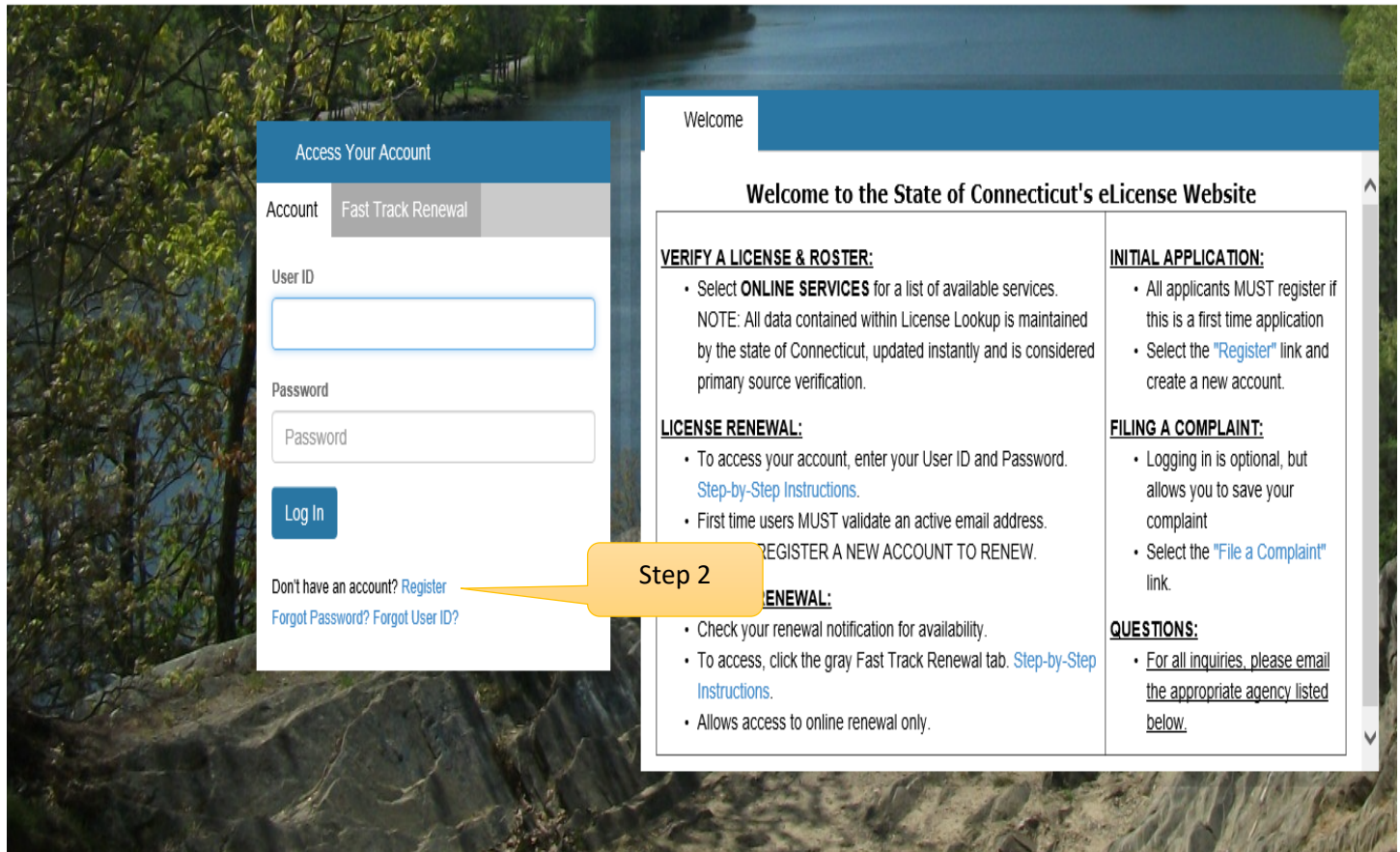
Please contact the Bureau of Aquaculture with any questions related to this application, the application process, and questions about conducting fish aquaculture in Connecticut. Please make inquiries by email, to Lori.scianna@ct.gov , or phone (203) 874-0696

An application fee of $130.00 is collected by the system using a credit card or eCheck.

The following information is collected as part of the initial application process. All files must be submitted in a pdf file format.

- Detailed Facility Diagram / Plan / Schematic
- Seafood HACCP Certification (for facilities producing fish for human consumption)
- HACCP Plan for Aquaculture Production and Processing (for facilities producing fish for human consumption)
- Standard Operating Procedures (SOP)
- Best Management Practices (BMP) for Aquaculture Production
- Solid Waste Disposal Plan
- Biosecurity Plan
- Escapement Prevention Plan

Step 1: Type www.elicense.ct.gov (production) on the command line of your browser.

Step 2: Click on the Register button

New users of the eLicense system must register by creating a user name and password that will be used for all licensing pertaining to this business. Click on the Register button and follow the instructions.

Step 3: Always Register as a "Business"

Remember to have your email available to confirm that you are registering.

Ct.gov | STATE OF CONNECTICUT

HOME   MY ACCOUNT   ONLINE SERVICES ▾

Register new Account

Fields marked with an asterisk * are required.
Step 1. Business or Individual

Register as:

○ Individual
◉ Business   Step 3

Note: Register as the Individual or Business to whom the credential will be issued.

PLEASE READ

- You <u>will **not** be able to reinstate, renew</u> or access information for an existing license if you register a new account.
- You must use the User ID and Password linked to that account.
- Please contact the issuing agency below to request your User ID and Password.

Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following State agencies:

- **Department of Public Health**
- **Department of Consumer Protection**
- **Department of Agriculture**
- **Department of Developmental Services**
- **Office of Early Childhood**
- **Office of the State Fire Marshal**

◉ Yes
○ No

[Next]   [Cancel]

Please enter all the information on the next page to create the account. The ID and Password will be use every time you want to access the eLicense application.

CT.gov | STATE OF CONNECTICUT

HOME   MY ACCOUNT   ONLINE SERVICES ▾

Registration

Account Information
                                                      * denotes required fields

*User ID   [Create Online User ID]

*Email   [Enter Email Address]

> We will use this email address to contact you.

*Password   [Enter Password]

Confirm Password   [Re-enter password]

Personal Information

Business Name   [Business Name]

Public Address   ### Mailing Address   ☐ Same as Public Address

Attention [Attn.]   **Attention** [Attn.]

Address [Enter Address]   **Address** [Enter Address]

[Enter Address]   [Enter Address]

City [Enter City]   **City** [Enter City]

State [Connecticut ▾]   **State** [Connecticut ▾]

Country [UNITED STATES ▾]   **Country** [UNITED STATES ▾]

Zip [Enter Zip]   **Zip** [Enter Zip]

Phone Number [Enter Phone Number]   **Phone Number** [Enter Phone Number]

Cell Phone [Enter Mobile Number]   **Cell Phone** [Enter Mobile Number]

Captcha Verification

Please note that this code is case sensitive.

1f696f

Enter Code*

[Enter code captcha]

[Create Account]

> Enter all the characters on the left into the enter code box. Use upper and lower case alphanumeric. This field is case sensitive.

> Click Create Account

4

Welcome, **Happy Fruits and Veggie Farm**   Logout

🛒 $0.00 Checkout

CT.gov | STATE OF CONNECTICUT

HOME   MY ACCOUNT ❶   ONLINE SERVICES ▾

User Account

In order to validate your account we have sent you a verification email to the address listed below. You must access your email account and click on the link provided. Once clicked you will be returned to your account and provided access.

⚠ There is currently 1 issue with your account.
  Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:		Change User ID
E-mail:	' Your account or new email address has not yet been verified. You have been sent a verification email by the system to your email address of record. You may have to check your SPAM filter. Click on the link provided in the email. Once clicked you will be returned to your account and provided access.	Change Email
	If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you. Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email. Generate E-mail	
Password:	Change Password	

Step 4:

Logon on to your email and look for an email from donotreplyelicense2@po.state.ct.us. Open it and click on the link.

↩ Reply   ↩ Reply All   ↪ Forward

donotreplyelicense2@po.state.ct.us
Email Verification

Dear Happy Fruits and Veggie Farm,   Your Company

This message is intended to verify the email address on file for you in the State of Connecticut's eLicensing website and to allow you to use the other online functionality.

To complete the process, please click the hyperlink below if it appears in your email program. If it does not appear as a hyperlink please read the instructions below.

Click here   Step 4

If a hyperlink does not appear above, then please copy the following text into your web browser's address bar (all the text below must be put in as a single line with no spaces)

5

You are now in the eLicense system and are ready to start the Aquaculture application.

Step 5 - Click on the ONLINE Services button

Your ID

Step 5

Welcome, $0.00 Checkout

Ct.gov | STATE OF CONNECTICUT
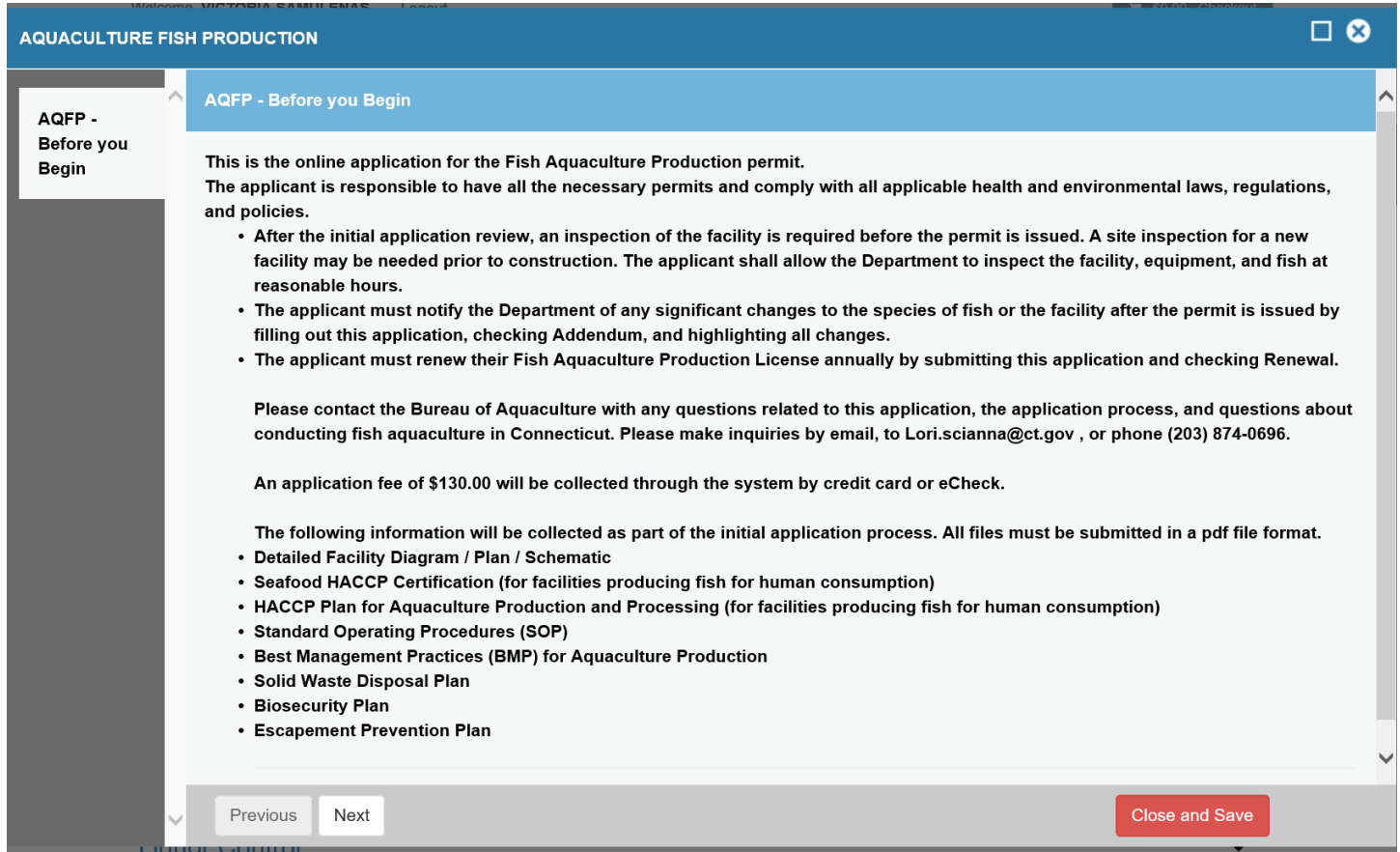
HOME   MY ACCOUNT   ONLINE SERVICES ▾

| i Welcome | Contact Information | Credential Information | Supervision | My Complaints |

You are Logged on to the State of Connecticut's eLicense Website

ONLINE RENEWAL: To renew your license, permit or registration online, select "RENEWAL" under **"Online Services."**

See links below for step-by-step renewal instructions:
User Id and Password Instructions
Fast Track Renewal Instructions

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From **"Online Services"**, select "INITIAL APPLICATION" under **"Activities"** to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

Step 6: Click on the Initial Application.

Step 7: Find Agriculture in the list below and Click on it

Welcome, [Your Name]   Logout   🛒 $0.00 Checkout

Ct.gov | STATE OF CONNECTICUT

                                            HOME   MY ACCOUNT   ONLINE SERVICES ▾

Apply for new license

Below are all current License/Certification types available for online application.

**Please expand a category to view the available types,
then select "Start" for the License/Certification you wish to apply from the list:**

All	⌄
Public Health Practitioners	⌄
Drug Control	⌄
Medical Marijuana	⌄
Environmental Health Practitioners	⌄
Home Contractors	⌄
Agriculture [Step 7]	⌄
Amusement Permits	⌄
Bedding Permits	⌄
Charities & Solicitation	⌄

Step 8: Click on the Start button to begin the Aquaculture Fish Production application process.

Welcome, [Your Name]   Logout   🛒 $0.00 Checkout

Ct.gov | STATE OF CONNECTICUT

                                            HOME   MY ACCOUNT   ONLINE SERVICES ▾

Apply for new license

Agriculture   ⌃

	License	Board
Start	ANIMAL CONTROL OFFICER	ANIMAL CONTROL
Start	A[N] [Step 8]	ANIMAL CONTROL
Start	AQUACULTURE FISH PRODUCTION	AQUACULTURE
Start	COMMERCIAL ANIMAL FEED MANUFACTURER	AGRICULTURAL COMMODITIES
Start	CONNECTICUT FARM WINERY, BREWERY & CIDERY	AGRICULTURAL DEVELOPMENT

8

By selecting Aquaculture Fish Production application, the user will be guided through a series of questions about the hatchery.

Before you begin:

Click on the Next button at the bottom of the screen to move to the next screen.

Business Information

The red * star left of the answer box identifies the field as mandatory. The user will not be allowed to move to the next screen until all mandatory fields have been answered.

Click the Next button at the bottom of the screen to continue.

Organization Type:

The type of organization (Question 5) will determine which business screen is presented to the user.

There is a separate screen for Corporations, Partnerships, LLC/LLPs and Sole Proprietors.

Click the Next button at the bottom of the screen to continue.

Business Operation-

All mandatory fields must be entered.

AQUACULTURE FISH PRODUCTION

AQFP - Business Operation

AQFP -
Before you
Begin

AGR - AQ -
Business
Information

AGR - AQ -
Corporation

AQFP -
Business
Operation

Fields marked with an asterisk * are required.

28. Purpose (select all that apply):

* ☐ Commercial ☐ Educational ☐ Other ☐ Research

29. Explain Other:

30. Are the fish being raised for food?

* ☐ Yes ☐ No

If you are producing fish for human consumption, you must be registered with the FDA. Registration can be obtained at hyperlink. for the Registration of Food Facilities and Other Submissions FDA

31. If Yes, have you registered with the US Dept. of Health and Human Services / FDA?

* ☐ Yes ☐ No

32. DHHS/FDA Food Facility Registration Number:

*

33. Have you spoken with the town where the facility will operate?

* ☐ Yes ☐ No

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

Type of Operation

This question is required. The user can select all that apply.

Click the Next button at the bottom of the screen to continue.

Type of Operation - Hatchery

Click the Next button at the bottom of the screen to continue.

Type of Operation – Growout

Select all that apply.

Click the Next button at the bottom of the screen to continue.

Type of System – Select all that apply:

Click the Next button at the bottom of the screen to continue.

Type of System – Earthen Pond

Select all that apply.

Click the Next button at the bottom of the screen to continue.

Type of System – Flow Through

Select all that apply.

Click the Next button at the bottom of the screen to continue.

Type of System – Closed

Select all that apply.

Click the Next button at the bottom of the screen to continue.

Type of System – Enclosures

Select all that apply.

Click the Next button at the bottom of the screen to continue.

Type of Systems – Other

Explain your type of system

Click the Next button at the bottom of the screen to continue.

Operation Detail Containers

Select all that apply:

AQFP - Operational Details Containers

Fields marked with an asterisk * are required.

48. Select all that apply:

☐ Incubator Trays ☐ Other ☐ Pens / Cages ☐ Ponds ☐ Raceways ☐ Tanks

*

At least one checkbox needs to be checked.

Business Operation

AQFP - Type of Operation

AQFP - Type of Operation - Hatchery

AQFP - Type of Operation - Growout

AQFP - Type of System

AQFP - Type of System - Earthen Pond

AQFP - Type of System - Flow Through

AQFP - Type of System - Closed

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

Operational Detail Containers Ponds

Select all that apply:

Click the Next button at the bottom of the screen to continue.

Operational Details Containers – Tanker

Select all that apply:

Click the Next button at the bottom of the screen to continue.

of System -
Earthen
Pond

AQFP - Type
of System -
Flow
Through

AQFP - Type
of System -
Closed

AQFP - Type
of System -
Enclosures

AQFP - Type
of System -
Other

AQFP -
Operational
Details
Containers

AQFP -
Operational
Details
Containers
Ponds

AQFP -
Operational
Details
Containers
Tanker

AQFP -
Operational
Details
Containers
Incubator
Trays

AQFP - Operational Details Containers Incubator Trays

Fields marked with an asterisk * are required.

Type of Container: Incubator Trays

55. Number / Count:

*

56. Size (gals, acres, or dimensions):

*

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

Operational Details Containers – Pens/Cages

Select all that apply:

Click the Next button at the bottom of the screen to continue.

Operational Details Containers – Other

Select all that apply:

Click the Next button at the bottom of the screen to continue.

Species Details

Enter all Species Types.

Click the Next button at the bottom of the screen to continue.

Importing Details

Enter all data fields.

Click the Next button at the bottom of the screen to continue.

Feed Details –

Enter all fields with * (required)

Click the Next button at the bottom of the screen to continue.

Source of Production Water

Select all fields that apply.

Click the Next button at the bottom of the screen to continue.

Click the Next button at the bottom of the screen to continue.

Source of Production Water - Well

Click the Next button at the bottom of the screen to continue.

Source of Production Water – Ocean / Sound

Click the Next button at the bottom of the screen to continue.

Source of Production Water – Lake / Pond / River

Click the Next button at the bottom of the screen to continue.

Treatment of Source Water

Select all that apply.

Click the Next button at the bottom of the screen to continue.

Solid Waste

Enter all the mandatory fields.

Click the Next button at the bottom of the screen to continue.

Solid Waste - Disposal Plan for Compost on-site

Enter the mandatory fields.

Click the Next button at the bottom of the screen to continue.

Solid Waste - Disposal Plan for Compost Short Term

Enter the mandatory fields.

Click the Next button at the bottom of the screen to continue.

Solid Waste - Disposal Plan for Municipal Waste Collection

Enter all mandatory fields.

Click the Next button at the bottom of the screen to continue.

Solid Waste - Disposal Plan for Contracted Waste Collection

Enter all mandatory fields.

Click the Next button at the bottom of the screen to continue.

Solid Waste - Disposal Plan for Other Collections

Enter all mandatory fields.

Click the Next button at the bottom of the screen to continue.

Effluent

Enter all mandatory fields.

Click the Next button at the bottom of the screen to continue.

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

AQFP - Effluent Treatment - Settling Tank

Fields marked with an asterisk * are required.

130. Effluent Treatment prior to discharge
Settling tanks or ponds:
Details:

*

131. Describe/ Explain in more detail:

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

AQFP - Effluent Treatment - Filter

Fields marked with an asterisk * are required.

132. Effluent Treatment prior to discharge - Filter - What type?

* ☑ Bio-filter ☑ Drum ☑ Other ☑ Sand

133. Describe/ Explain in more detail:

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

AQFP - Effluent Treatment - Foam Fractionation

Fields marked with an asterisk * are required.

134. Effluent Treatment prior to discharge
Foam Fractionation - Other protein removal - Explain:

* [   ]

135. Describe/ Explain in more detail:

[   ]

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

Welcome, VICTORIA SAMULENAS   Logout

AQFP - Effluent Treatment - Disinfection

- AQFP - Type of System - Enclosures
- AQFP - Type of System - Other
- AQFP - Operational Details Containers
- AQFP - Operational Details Containers Ponds
- AQFP - Operational Details Containers Tanker
- AQFP - Operational Details Containers Incubator Trays
- AQFP - Operational Details Containers Pens / Cages
- AQFP - Operational Details Containers Other

Fields marked with an asterisk * are required.

136. Effluent Treatment prior to discharge
Disinfection:

*   ☐ Chlorine ☐ Other ☐ Ozone ☐ Ultra Violet (UV)

137. Effluent Treatment - Disinfection
When describe when Other:

[   ]

138. Describe/ Explain in more detail:

[   ]

Previous   Next   Close and Save

DEVELOPMENT

Click the Next button at the bottom of the screen to continue.

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

AQFP - Effluent Treatment - Other treatment

Fields marked with an asterisk * are required.

139. Effluent Treatment prior to discharge
Other treatment - Explain:

*

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

AQFP - Effluent Discharge

Fields marked with an asterisk * are required.

140. Where will the effluent be discharged?

* ☐ Contained on Site   ☐ Municipal Waste Water Plant   ☐ Waterbody

Previous   Next

Close and Save

DEVELOPMENT

Click the Next button at the bottom of the screen to continue.

49

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

AQFP - Effluent Discharge - Contained on site

Fields marked with an asterisk * are required.

141. Effluent will be discharged
Contained in Site
Explain:

*

142. Describe/ Explain in more detail:

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

Welcome, VICTORIA SAMUELENAS   Logout

AQFP - Effluent Discharge - Municipal Waste Water plant

Fields marked with an asterisk * are required.

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

143. Effluent will be discharged
Municipal Waste Water Plant Name:

*

144. Have you contacted the waste water treatment facility?

*   ☐ Yes ☐ No

145. Describe/ Explain in more detail:

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

AQFP - Effluent Discharge - Waterbody

Fields marked with an asterisk * are required.

146. Effluent will be discharged
Waterbody
Name:

*

147. Describe/ Explain in more detail:

Previous   Next

Close and Save

Click the Next button at the bottom of the screen to continue.

AQUACULTURE FISH PRODUCTION

| AQFP - Type of System - Enclosures | **AQFP - Biosecurity /Escapement Prevent Plan** |

Fields marked with an asterisk * are required.

148. Does the facility have a biosecurity and escapement prevention plan?

*   ☐ Yes ☐ No

149. What is being used to stop fish and their diseases from leaving the facility?

*   ☐ Chlorine ☐ Micro-Screening ☐ Other ☐ Ozone ☐ Screening ☐ UV

150. When Other, explain:

[   ]

151. Have you contacted the CT DEEP Bureau of Waste Management and Compliance Assurance Permitting Division about your effluent?

*   ☐ Yes ☐ No

*The DEEP will need to evaluate your effluent discharge plans and determine what may be required.

Sidebar menu items:
- AQFP - Type of System - Enclosures
- AQFP - Type of System - Other
- AQFP - Operational Details Containers
- AQFP - Operational Details Containers Ponds
- AQFP - Operational Details Containers Tanker
- AQFP - Operational Details Containers Incubator Trays
- AQFP - Operational Details Containers Pens / Cages
- AQFP - Operational Details Containers Other

Previous   Next   Close and Save

Click the Next button at the bottom of the screen to continue.

AQFP - Therapeutant and Aquaculture Drugs

AQFP - Type of System - Enclosures

AQFP - Type of System - Other

AQFP - Operational Details Containers

AQFP - Operational Details Containers Ponds

AQFP - Operational Details Containers Tanker

AQFP - Operational Details Containers Incubator Trays

AQFP - Operational Details Containers Pens / Cages

AQFP - Operational Details Containers Other

Fields marked with an asterisk * are required.

152. Have you researched the known diseases and parasites for each species being cultured?

* ☐ Yes ☐ No

153. Have you determined the treatment for each disease or parasite?

* ☐ Yes ☐ No

154. Are the Therapeutant or Drugs on the list accepted by the DHHS/FDA?

☐ Yes ☐ No

155. If No, Explain:

[   ]

156. What Therapeutants or Drugs will be used (Immersion Products)?
(Select all that apply)

* ☐ 35% PEROX-AID (hydrogen peroxide)　☐ Formalin-F (formalin)　☐ HALAMID AQUA - (chloramine-T powder)　☐ OXY Marine (oxytetracycline hydrochloride)　☐ Parasite-S (formalin)　☐ Pennox 343 (oxytetracycline hydrochloride)　☐ Terramycin-343 Soluble Powder (oxytetracycline hydrochloride)　☐ Tetroxy 343 (oxytetracycline hydrochloride)　☐ TETROXY Aquatic (oxytetracycline hydrochloride)　☐ Tricaine-S (tricaine methanesulfonate)

☐ Formacide-B (formalin)

157. Are you using FDA-Approved Fish Drugs - Injectable Products - Chorulon - (chorionic gonadotropin)?

☐ Yes ☐ No

158. What Therapeutants or Drugs will be used (Type A Mediated feed)?
(Select all that apply)

☐ Aquaflor (florfenicol)　☐ Romet 30 (sulfadimethoxine & ormetoprim)　☐ Sulfamerazine Fish Grade (sulfamerazine)　☐ Terramycin (oxytetracycline dihydrate)

159. Have you contacted an aquaculture veterinarian?

* ☐ Yes ☐ No

Previous　Next

Close and Save

Click the Next button at the bottom of the screen to continue.

Product or Crop Final Disposition

Enter all mandatory fields.

Click the Next button at the bottom of the screen to continue.

Upload files –

- Detailed Facility Diagram / Plan / Schematic
- Seafood HACCP Certification (for facilities producing fish for human consumption)
- HACCP Plan for Aquaculture Production and Processing (for facilities producing fish for human consumption)
- Standard Operating Procedures (SOP)
- Best Management Practices (BMP) for Aquaculture Production
- Solid Waste Disposal Plan
- Biosecurity Plan
- Escapement Prevention Plan

Click the Next button at the bottom of the screen to continue.

Attestation –

Enter all mandatory fields

Click the Next button at the bottom of the screen to continue.

Review – The application is presented to the user for a final review before the application is submitted. The user should print a copy of the application. There is an application fee of $130.

Remember to **Click the Add to Invoice Button** to get to the invoice.

An acknowledging email will be sent stating that the application has been received and under review to the email address on file.

Invoice Page –

Click on 'Pay Invoice' button.

Invoice Payment

Total: $130.00

Credit Card Instructions :
Where is CVV code?

Check Draft Instructions:
Where is Account & Routing #?

** Indicates a value is required

** Payment Type	⦿ Credit Card ◯ Check Draft
** Account Owner	[dropdown]
** Credit Card Type	[dropdown]
** Card Number	[ ]
** Expiration Month / Year	[dropdown] [dropdown]
** CVV Code	[ ]
** First Name	[ ]
** Last Name	[ ]
Company Name	[ ]
Attention	[ ]

** Address	[ ]
Address	[ ]
** City	[ ]
** State	- select one -
** Zip	[ ]
** Country	UNITED STATES
** Phone	[ ]
** E-mail Address	[ ] ✕

Note: This email is used for sending a copy of your receipt.

Submit Payment

You must click on the **Submit Payment** button with valued credit card information.