DIVISION OF BANKING & FINANCIAL INSTITUTIONS

ONLINE PAYMENT SERVICE INSTRUCTIONS

The Montana Division of Banking and Financial Institutions has updated the online service for payment of assessment fees.

The new service will continue to be accessed through the ePass Montana (ePass) network and is tailored to online payments only. The new payment service allows for multiple users to be granted access to view and pay assessment fees.
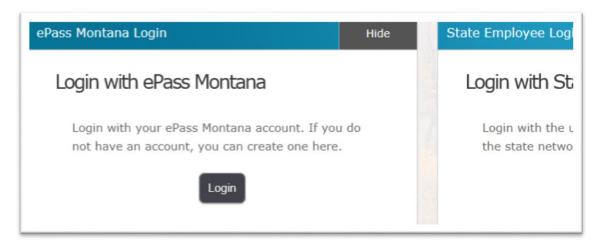
ePass allows you to access authorized eGovernment services, such as this online payment service, using one username and password. Your institution may already have an ePass account if you file documents with the Secretary of State's office, pay for or renew a professional license, or perform a registered principals search.

Since the Division office is a paperless office, we encourage institutions to utilize the online payment option. We also welcome all correspondence and forms to be sent to the Division by email at banking@mt.gov or for sensitive information, by utilizing the free File Transfer Service available through ePass.
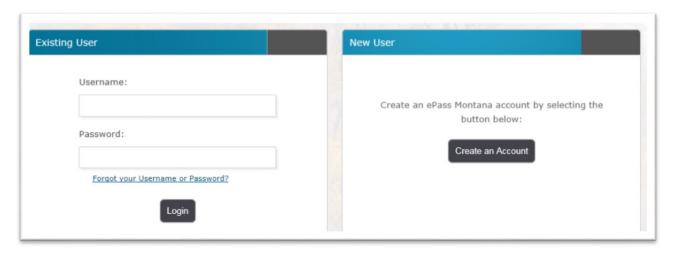
Please contact our office if you have any questions at 406-841-2920 or banking@mt.gov. Thank you!

LOGGING IN/CREATING AN EPASS ACCOUNT & LINKING TO THE INSTITUTION'S ASSESSMENT ACCOUNT

1. Go to www.epass.mt.gov and click "Login" in the ePass Montana Login box.
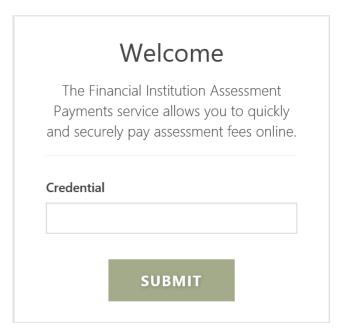
2. If you already have an ePass account, enter your login information and click "Login" in the left-hand box. To create a new ePass account, click "Create an Account" in the right-hand box and enter in the required information.

3. The ePass Montana homepage will appear. On the right-hand side, under the "Add a Service?" heading, click on the "FI Assessments" link.
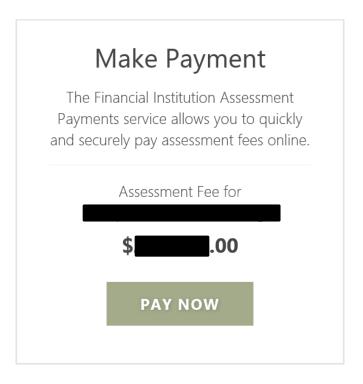

4. To complete the one-time permanent link between the institution's assessment account and your ePass account, please enter the full credential ("BANK.####" or "CU.#####") that was emailed to you. If you do not have the credential number, please contact our office at banking@mt.gov or 406-841-2920.
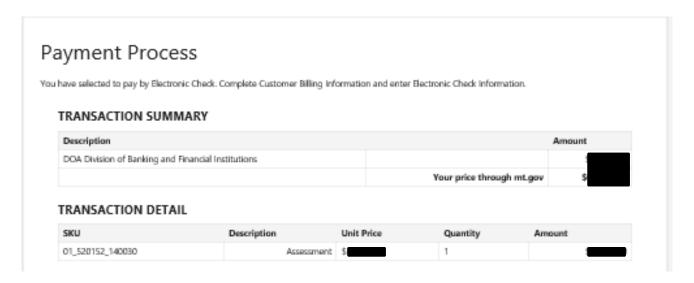
5. If a payment is due, the amount due will be visible with the option to make the payment. If a payment has already been made or has not been made available yet, you will be advised that no payment is due at this time.

    Click "Pay Now" to proceed with making the payment.

Make Payment

The Financial Institution Assessment Payments service allows you to quickly and securely pay assessment fees online.

Assessment Fee for

▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

$▮▮▮▮▮▮.00

PAY NOW

6. Complete the Customer Billing Information and Electronic Check Information fields and click "Continue" at the bottom of the page.

Payment Process

You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.

TRANSACTION SUMMARY

Description		Amount
DOA Division of Banking and Financial Institutions		$▮▮
	Your price through mt.gov	$▮▮

TRANSACTION DETAIL

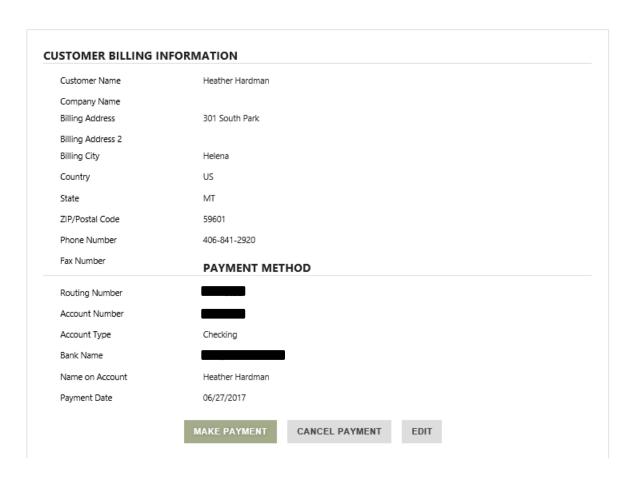| SKU	Description	Unit Price	Quantity	Amount
01_520152_140030	Assessment	$▮▮▮	1	▮▮▮

7. Review the information on the Payment Verification page and if correct, click "Make Payment" at the bottom of the screen. To make changes, click "Edit".

Payment Verification

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

TRANSACTION SUMMARY

Description		Amount
DOA Division of Banking and Financial Institutions		███████
	Your price through mt.gov	███████

TRANSACTION DETAIL

SKU	Description	Unit Price	Quantity	Amount
01_520152_140030	Assessment	███████	1	███████

CUSTOMER BILLING INFORMATION

Customer Name	Heather Hardman
Company Name	
Billing Address	301 South Park
Billing Address 2	
Billing City	Helena
Country	US
State	MT
ZIP/Postal Code	59601
Phone Number	406-841-2920
Fax Number	

PAYMENT METHOD

Routing Number	███████
Account Number	███████
Account Type	Checking
Bank Name	███████████
Name on Account	Heather Hardman
Payment Date	06/27/2017

MAKE PAYMENT   **CANCEL PAYMENT**   **EDIT**

8. After the payment has processed, a receipt can be printed by clicking "Print". Click "Continue" to return to the main login page.

Payment Receipt Confirmation

Your payment was successfully processed.

CONTINUE   **PRINT**

TRANSACTION SUMMARY

Description	Amount