



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 service will continue to be accessed through the ePass Montana (ePass) network and is tailored to online payments only. The 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.

The screenshot shows a web interface for logging in. It has a teal header with 'ePass Montana Login' on the left and 'State Employee Log' on the right. A 'Hide' button is in the center of the header. Below the header, the left side says 'Login with ePass Montana' and provides instructions: 'Login with your ePass Montana account. If you do not have an account, you can create one here.' A 'Login' button is at the bottom of this section. The right side says 'Login with St' and 'Login with the u the state netwo'.

- 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.

The screenshot shows a web interface with two main sections: "Existing User" on the left and "New User" on the right. The "Existing User" section contains a "Username:" label above a text input field, a "Password:" label above another text input field, a blue link that says "Forgot your Username or Password?", and a dark grey "Login" button at the bottom. The "New User" section contains the text "Create an ePass Montana account by selecting the button below:" and a dark grey "Create an Account" button.

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

[FI Assessments](#)

- To complete the 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.

The screenshot shows a "Welcome" message for the "Financial Institution Assessment Payments" service. The text reads: "Welcome", "The Financial Institution Assessment Payments service allows you to quickly and securely pay assessment fees online." Below this is a horizontal line, followed by the label "Credential" and a text input field. At the bottom is a dark green "SUBMIT" button.

5. Click “View” to open a PDF of your assessment report or “Save” to save a copy of your assessment report.

Make Payment

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

SNLtest6

Pay full amount of \$311.11
 Pay partial amount

SUBMIT

An assessment report is available for your review.

VIEW **SAVE**

6. 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, you will see a payment received date. If a payment has not been made available yet, you will be advised that no payment is due at this time.

Make Payment

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

SNLtest6

Pay full amount of \$311.11
 Pay partial amount

Amount

100

SUBMIT

An assessment report is available for your review.

VIEW **SAVE**

Select the payment option you want to proceed with. If you are paying a partial amount, manually enter the amount you choose. This cannot exceed full amount showing due.

Click "Submit" to proceed with making the payment.

Make Payment

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

SNLtest6

Pay full amount of **\$311.11**

Pay partial amount

Amount

100

SUBMIT

An assessment report is available for your review.

VIEWSAVE

7. Review the Payment Summary amount and complete the Customer Billing Information. Click "Next" at the bottom of the page.

Payment Summary

Item	Cost	Quantity	Item Total
Assessment	\$100.00	1	\$100.00
		Total	\$100.00

Details

Billing Information

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Address	Address Line Two
<input type="text"/>	<input type="text"/>
City	Country
<input type="text"/>	United States ▼
State	Zip Code
<input type="text"/>	<input type="text"/>
Phone	Email Address *
<input type="text"/>	<input type="text"/>
Institution	
<input type="text"/>	

Cancel Next

- Complete the Payment Information fields and click "Submit Payment" at the bottom of the page.

Payment Summary

Item	Cost	Quantity	Item Total
Assessment	\$100.00	1	\$100.00
Total			\$100.00

Payment Information

Account Type *

Checking

Savings

Bank Name *

Bank name on check

Account Number *

Verify Account Number *

Routing Number *

Verify Routing Number *

Back
Cancel
Submit Payment

- A receipt will be automatically emailed to you from dbfiassessment@doa.mt.gov. You can also save a copy by clicking "Print" at the top right corner or bottom of the page.

Click "Done" to return to the main login page.

This receipt has been emailed to you.

Department of Administration

Print

Receipt

06/16/21 12:00 AM MST

Transaction Id :

Payment Type : ACH (eCheck)

Description	Price	Quantity	Amount
Assessment	\$100.00	1	\$100.00
TOTAL			\$100.00

Billing Information

SNL Test 8
SNL TEST
301 S Park, Ste 316
Helena, MT 59601
4068412920
banking@mt.gov

Department of Administration
Division of Banking and Financial Institutions

banking@mt.gov

Print
Done