



August 14, 2020

RE: Financial transactions

Effective September 1, 2020, the Indoor Environment Program of the Air Pollution Control Division (Division) will no longer accept checks, credit card (in person or over the phone) or money orders for services rendered by the Division. All payments will need to be made directly through the CDPHE payment portal (<https://cdphe.colorado.gov/payrevenue>).

Before you submit any application to the Division you must first access the CDPHE payment portal and complete your financial transaction for the application(s). Upon completing your transaction through the payment portal, you will receive a payment receipt confirmation in your email. Please attach a copy of that receipt to your application for which you are seeking service(s) and submit both the documents to the Division by email:

For asbestos or lead abatement notification: [cdphe.asbestos@state.co.us](mailto:cdphe.asbestos@state.co.us)

For demolition applications: [cdphe.asbestos@state.co.us](mailto:cdphe.asbestos@state.co.us)

For asbestos or lead abatement certification: [cdphe.iepcertification@state.co.us](mailto:cdphe.iepcertification@state.co.us)

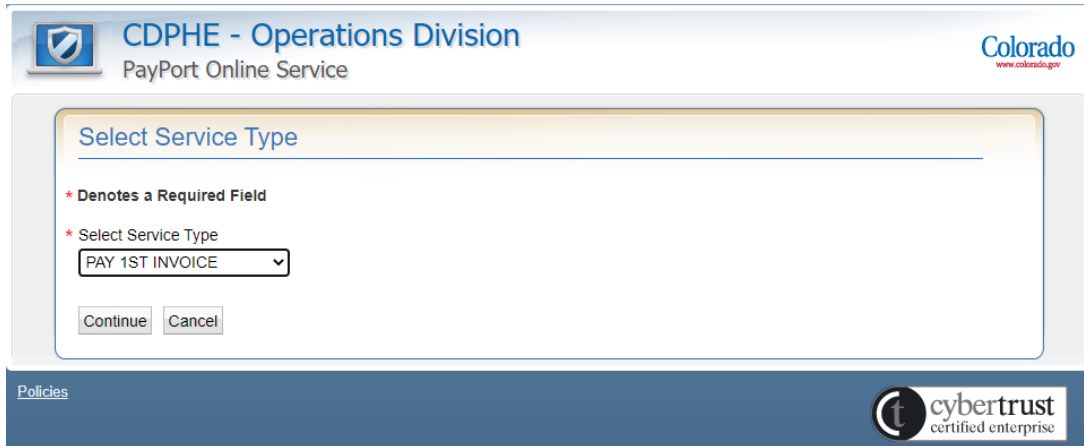
or the US Postal system:

CDPHE  
4300 Cherry Creek Dr. S.  
APCD-IE-B1  
Denver, Colorado 80246



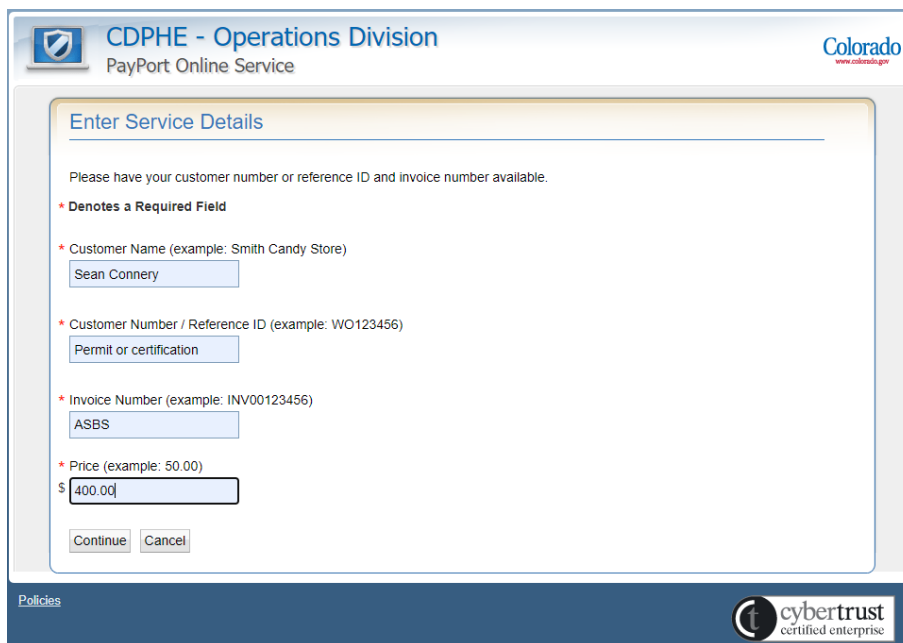
## Steps to completing your transaction

1. Access the CDPHE payment portal (<https://cdphe.colorado.gov/payrevenue>).
2. Click “Make a payment”
3. Click on the Select Service Type menu and select “PAY 1<sup>ST</sup> INVOICE”, then click continue.



The screenshot shows the 'Select Service Type' screen of the CDPHE - Operations Division PayPort Online Service. The page header includes the CDPHE logo, the text 'CDPHE - Operations Division PayPort Online Service', and the Colorado state logo with 'www.colorado.gov'. A note states '\* Denotes a Required Field'. Below this, there is a dropdown menu for 'Select Service Type' with 'PAY 1ST INVOICE' selected. At the bottom of the form area are 'Continue' and 'Cancel' buttons. The footer contains a 'Policies' link and the 'cybertrust certified enterprise' logo.

4. Complete all fields on the screen.
5. The **Customer Number** box shall be completed with the word “permit” if you are paying for an abatement or demolition notification. If you are paying for a certification or course confirmation use the word “certification”.
6. The **Invoice Number** box shall be completed with the acronym “ASBS”.
7. Click continue.



The screenshot shows the 'Enter Service Details' screen of the CDPHE - Operations Division PayPort Online Service. The page header is identical to the previous screenshot. A note states 'Please have your customer number or reference ID and invoice number available.' and '\* Denotes a Required Field'. The form contains four required fields: 'Customer Name (example: Smith Candy Store)' with 'Sean Connery' entered; 'Customer Number / Reference ID (example: WO123456)' with 'Permit or certification' entered; 'Invoice Number (example: INV00123456)' with 'ASBS' entered; and 'Price (example: 50.00)' with '\$ 400.00' entered. At the bottom of the form area are 'Continue' and 'Cancel' buttons. The footer contains a 'Policies' link and the 'cybertrust certified enterprise' logo.



8. Upon clicking continue, you will be taken to the Transaction Summary screen where you may checkout or add another service (payment).

CDPHE - Operations Division  
PayPort Online Service

Colorado  
www.colorado.gov

### Transaction Summary

To complete the transaction, click 'Checkout'. To save the item(s) on this page and add another, click 'Add Another Service'.

Customer Name	Customer Number / Reference ID	Invoice Number	Price	
Sean Connery	Permit or certification	ASBS	\$400.00	<a href="#">Edit</a> <a href="#">Remove</a>

**TOTAL AMOUNT DUE \$400.00**

[Checkout](#) [Add Another Service](#) [Cancel](#)

[Policies](#)

cybertrust  
certified enterprise

9. Choosing “Checkout” will navigate you to the payment page.

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

### Transaction Summary

CDPHE Invoice Payment Portal	\$400.00
Service Fee	\$9.77
<b>TOTAL</b>	<b>\$409.77</b>

### Transaction Detail

The following amounts will be remitted back to the agency.

SKU	Description	Unit Price	Quantity	Amount
CDPHEPAY	CDPHE Invoice Payment Portal	\$400.00	1	\$400.00
<b>Total</b>				<b>\$400.00</b>

### Payment

Payment Type

Payment Type \*

Credit Card

[NEXT](#)

Customer Information

Payment Info

### Need Help?

Select Payment Method. You will receive a printable receipt at the end of your transaction. A service fee is applied after selecting a payment method. The service fee is \$.75 plus 2.25% of the order total for credit payments or \$1 for electronic checks.

NOTE: Please be advised that a transaction fee will be added to your total amount. The transaction fee is not part of services rendered by the Division. CDPHE does not receive this fee. Checks are charged a \$1.00 processing fee, whereas credit cards are charged 2.25% +.75 cents processing fee.



10. Select next to complete the customer information field

### Customer Information

Complete all required fields [ \* ]

Country: United States

First Name \*: Sean ✓

Last Name \*: Connery ✓

Company Name: Great Jobs are Us! ✓

Address \*: 4300 CHERRY CREEK DRIVE SOUTH ✓

Address 2:

City \*: DENVER ✓

State: CO - Colorado ✓

ZIP/Postal Code \*: 80246 ✓

Phone \*: 3035551234 ✓

Email \*: Seanc@aol.com ✓

### Transaction Summary

CDPHE Invoice Payment Portal	\$400.00
Service Fee	\$9.77
<b>TOTAL</b>	<b>\$409.77</b>

### Need Help?

Please complete the Customer Information Section

11. Select next to complete the payment info field

### Customer Information

✓

[Edit](#)

**Address**  
Sean Connery  
Great Jobs are Us  
4300 CHERRY CREEK DRIVE SOUTH  
DENVER, CO 80246

**Phone**  
3035551234





**Country**  
United States

**Email Address**  
Seanc@aol.com

### Payment Info

Complete all required fields [ \* ]

**Credit Card Number \***

Credit Card Type:    

**Expiration Month \***: Select a Month

**Expiration Year \***: Select a Year

**Security Code \***

**Name on Credit Card \***

[NEXT >](#)

### Transaction Summary

CDPHE Invoice Payment Portal	\$400.00
Service Fee	\$9.77
<b>TOTAL</b>	<b>\$409.77</b>

### Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information. A service fee of \$.75 plus 2.25% of the order total will be applied to credit card payments.

12. Select next to navigate to the SUBMIT PAYMENT page.



13. A receipt of the transaction will be sent to the email address provided on the customer information page.

## Payment Receipt Confirmation

Your payment was successfully processed.

### Your payment was successfully processed.

Contact Name Colorado Department of Public Health and Environment  
Contact Phone (303) 692-2000  
Contact Url <https://www.colorado.gov/cdphe/>  
Contact Address 300 Cherry Creek S Dr  
Denver, CO 80246

### Transaction Summary

Description	Amount
CDPHE Payment Portal	\$400.00
Service Fee	\$9.77
Colorado.gov Total Price	\$409.77

### Transaction Detail

The following amounts will be remitted back to the Colorado Department of Public Health and Environment.

SKU	Description	Unit Price	Quantity	Amount
CDPHEPAY	CDPHE Invoice Payment Portal	\$400.00	1	\$400.00
	Service Fee	\$9.77		\$9.77
TOTAL				\$409.77

This online service is provided by a 3rd party working in partnership with the state of Colorado. The price of items purchased through this service includes revenue used to develop, maintain, and enhance the state's official web portal, Colorado.gov.

### Customer Information

Customer Name Sean Connery  
Company Name Great Jobs are Us  
Local Reference ID D18B82395C5119205F26202310AA4090  
Invoice Number  
Receipt Date 8/3/2020  
Receipt Time 01:33:25 PM MDT

### Payment Information

Payment Type Credit Card  
Credit Card Type VISA  
Credit Card Number \*\*\*\*\*1111  
Order ID 55135804  
Billing Name Sean Connery

### Billing Information

Billing Address 4300 Cherry Creek Drive South  
Billing City, State Denver, CO  
ZIP/Postal Code 80246  
Country US  
Phone Number 3035551234  
This receipt has been emailed to the address below.



14. Submit a copy of the payment receipt along with the appropriate application form(s) to the Division at:

For asbestos or lead abatement notification: [cdphe.asbestos@state.co.us](mailto:cdphe.asbestos@state.co.us)

For demolition applications: [cdphe.asbestos@state.co.us](mailto:cdphe.asbestos@state.co.us)

For asbestos or lead abatement certification: [cdphe.iepcertification@state.co.us](mailto:cdphe.iepcertification@state.co.us)

or the US Postal system:

CDPHE  
4300 Cherry Creek Dr. S.  
APCD-IE-B1  
Denver, Colorado 80246

