



Announcing Our Latest Innovation!



It's So Easy!

Minimum \$100,000.00

- Log on to the Pay Portal
- Enter all the requested customer information
- Enter check information
- Click "Submit" to PAY
- Receive email receipt
- **DONE! Free, Easy, Safe**

Partnered with:

**WELLS
FARGO**

Idaho Transportation Department (ITD)

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Phone: 208-334-8770

*Becoming the best
organization
by implementing
innovative business
practices.*

Idaho Transportation Department (ITD) has partnered with Wells Fargo to provide a convenient and secure internet portal application for ITD customers to process electronic payments through PayITD

<https://apps.itd.idaho.gov/payitd>

Commercial Vehicle Customers with a **\$100,000.00** minimum transaction may access the online application to pay the Idaho commercial vehicle registrations by entering secure information via the portal



Free, Easy, Safe, Efficient

HOW IT WORKS

Idaho Transportation Department (ITD) partnered with Wells Fargo to provide an internet pay portal

Process Overview

- Registration fees, highway use fees, permit fees, and other reimbursements your company owes to ITD may be paid using the PayITD internet website application.
- Commercial companies must reference the ITD issued account number provided on all invoices and renewals.
- Log on to the PayITD portal and follow the prompts.
- Fill in the information requested on each screen using the appropriate company and banking information.
- If your organization requires a check to be created for payment, you may use this as your guide to enter the check's banking information.
- **Do not mail the check to ITD after you have entered the E-Check and the transaction has been completed on the PayITD website.**

Before you begin the online process, here are three things you will need: (\$100,000.00 min)

- **Bank Routing Number**
- **Account Number**
- **Check Number**

YOUR NAME
678 Main Street
Anywhere, MI 12345

DATE _____ 123

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆999888 ??? ⑆00123456789 ⑆123

Routing Number Account Number Check Number

This information will convert your physical check into an electronic check processed using "Submit"
WARNING: clear DEBIT blocks (will reverse funds)

Steps for the PayITD website

1. Go to: <https://apps.itd.idaho.gov/payitd>
2. Fill in the form with your organization contact information (name, account, email address)
3. Enter the amount of your payment, following the example (with OR without decimal)
Example: \$50,000.00 - enter 50000.00
Example: \$50,000.00 - enter 50000
4. Enter the Commercial Registration Account Number in the "Reference Field" (seven digits)
5. Click "**Submit**" (do not include special characters)
6. Verify the keyed information and edit as needed
7. When correct, click "**Confirm**" to save the data
8. Enter the Bank Routing Number
9. Enter the Bank Account Number
10. Enter the Check Number
11. Click "**Next**" (you may cancel through Step 11)
12. Click "**Submit**" to complete: the transaction is processed (a DEBIT block will reverse the funds)
13. An email receipt is sent as confirmation of the transaction to the email address you provided
14. Email receipt notification of your payment is sent to the Idaho Transportation Department Financial Services/Revenue Operations section

Web pages accessed from **STEP 8** through **STEP 12** are secured and supported by the **Wells Fargo Bank**



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