Announcing Our Latest Innovation!

It’s So Easy!
- Log on
- Enter basic customer information
- Enter check information
- Click “Pay”
- Receive email receipt
- DONE!

Partnered with:

**WELLS FARGO**

Idaho Transportation Department
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**Becoming the best organization by implementing innovative business practices.**

Here is the internet address for making payments to the Idaho Transportation Department, also called PayITD.

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

Introducing the new Online Payment Portal for Highway Project Partners. This will make payments quick and secure for your next highway project with the Idaho Transportation Department.

**Benefits:** Free, Easy, Safe, Efficient
HOW IT WORKS

ITD (Idaho Transportation Department); LHTAC (Local Highway Technical Assistance Council)

### Process Overview
- Your organization will receive an agreement packet for your local highway project. The agreement contains the amount your local organization needs to pay for its contribution.
- The agreement contains the Project Key Number.
- Sign the agreement and send to ITD or LHTAC
- Log onto the PayITD website and fill in the information screens using known banking information. (If your organization requires a check to be created for payment, you can use this as your guide to enter the banking information. **Don’t mail the check to ITD or LHTAC after you enter the E-Check on the PayITD website.**)

### Steps for the PayITD website
1. Go to: https://apps.itd.idaho.gov/payitd
2. Fill in your organization contact information in the form.
3. Enter the amount of your contribution. Follow the example on the page.
   - Ex. $50,000.00 is entered as 50000
   - OR
   - Ex. $50,000.00 is entered as 50000.00
4. Enter the Reference Field with the Project Key number provided in the agreement.
5. Click **Submit**.
6. Verify information. If correct, click **Confirm**.
7. Web pages from this step forward are **Wells Fargo Bank** web pages.
8. Enter the Bank Routing Number
9. Enter the Bank Account Number
10. Enter the Check Number.
11. Click **Next**.
12. Complete payment. (**Click “Pay” to complete payment**)
13. Email receipt is sent to the email address you provided.
14. ITD also receives an email notification of your payment.

### Before you begin the online process, here are three things you will need:
- Bank Routing Number
- Account Number
- Check Number

This information will convert your physical check into an electronic check.