



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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Boise, ID 83707
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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.**

Before you begin the online process, here are three things you will need:

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

YOUR NAME
678 Main Street
Anywhere, MI 12345

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆1999888???

⑆100123456789

⑆123

Routing Number **Account Number** **Check Number**

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

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.

