Instructions for fee payments using the NDDEQ Online Radiation Control Program Portal

Step 1 – Login

The web address of the Online Radiation Control Program portal is: https://rcp.deq.nd.gov/deq/rcp/ndLogin2.aspx

If you have a ND Login, you can use it. Enter the username and password in fields highlighted in yellow in the screen shot. (If you have a login for other state agencies, such as WSI, Job Service, NDDOT, etc.... This same login may work.)

If you do not have an ND Login, click the Register Now link next to the Red arrow.
Step 2 – Select a Company

The first time you login, you will be asked to select a Company. The system tracks companies that have radioactive materials licenses.

You can select the company using the company dropdown box, or you can select by your company’s Radioactive Materials License number. You do not need to do both. You can select one or the other.

**NOTE:** If you wish to make payments for multiple company licenses, you will need to first register for one of the company’s licenses and then contact the Radiation Control Program at 701-328-5166 and they will set up the ability for you to make payments for the additional licenses.

Then press the Green button that says Continue.
Step 3 – Make Payment

On this page you can see the **Company Information**, including the name, license number, and address.

Below the company information is a list of **Users** who are people who are registered within this web application to have access for this company.

Below the users list are the **Fees**, which is an ongoing list of pending and paid fees for this company.

In the Fees area - you can get:

1. An invoice for current fees that are due.
2. A receipt for any paid fees.
Online Payment

If you click on **Pay Fees** and then press **Go**, it will take you to a form that summarizes the fees that are due. This will be a list of all of the fees currently due and display the total amount due. If the amount due looks correct, you can press the **Continue to Payment** button at the bottom left side of the page.

This will take you to an external JP Morgan Chase payment site. The total amount due will be passed to this payment site and you will be asked to provide either ACH payment information for an online check or a credit card number for making a credit card payment. Upon payment completion on the JP Morgan Chase payment site, the payment information will be transmitted back to the Radiation Control Program.

**NOTE:** The J.P. Morgan Chase site charges a fee to use the site. ACH payments are charged $1 per transaction and credit card payment are charged 2.5% of the total fee payment. This is a J.P. Morgan Chase charge and is not collected by the Radiation Control Program.