

**Payment Portal - Mining Claims
User Guide
September 7, 2018**

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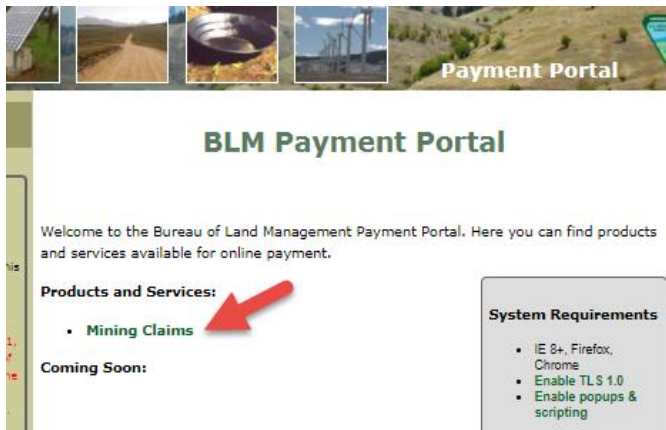
[Overview](#)

Payment Portal is an online payment website that allows you to pay for the Bureau of Land Management's products and services. Mining Claims is one service provided. The portal provides a public interface for submitting your BLM mining claim payments. All you have to do is search for and select your claims, and then enter your payment information. Payment Portal will process, authorize, and confirm your payment.

For best results, please use Chrome as your browser on the Pay Portal site.

[Access the Mining Claims tool](#)

From the BLM Payment Portal home page, select 'Mining Claims' under Products and Services.



You will have to verify that you are not a robot by submitting Captcha text prior to entering the Mining Claims service.

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Step 1: Search for your claims

The first step in paying a mining claims maintenance fee through Payment Portal is to search for the mining claim records. This includes selecting the State Office and Customer and, if desired, entering additional search information to narrow your search results.

The screenshot shows the 'SEARCH PAGE' interface. At the top, a green banner contains the text: 'Mining claim payments can be made now for all states except Alaska. The mining claim maintenance fee payments for the 2020 assessment year must be paid on or before midnight EDT September 3, 2019 and no payments for 2020 will be acceptable after that date.' Below this, the 'State Office' dropdown menu is set to 'WYOMING' (callout 1). The 'Customer Name' text input field contains 'wyo' (callout 2). A green banner below the input fields states: 'Customer Name is required and at a minimum must contain the three leading characters of the claimant's last name or company name.' The 'Advanced Search' checkbox is checked (callout 4). Below it are input fields for 'Mining Claim Name', 'Claim Serial Number', and 'Lead Serial Number'. At the bottom, there are dropdown menus for 'Meridian' (06), 'Township' (0550N), 'Range' (0950W), and 'Section' (033). The 'Search' button is highlighted with callout 3, and the 'Reset' button is highlighted with callout 5.

1. Select the desired **State Office** (required) from the State Office drop-down.
2. Enter the **Customer Name** (required).
Customer name may be full or partial but at minimum must contain the 3 leading characters of the claimants last name or company name. Example: SMI or SMITH JOHN, or AME or AMERICAN
3. Press the Search button. Your search results will be displayed below the Search criteria.
4. If you want to refine your search results, check the **Advanced search** box. Additional search parameters will be displayed:
 - **Mining Claim Name**
 - **Claim Serial Number** (BLM assigned claim serial number)
 - **Lead Serial Number**

You do not have to enter the entire Claim Serial Number or Mining Claim Name. For example:

- Entering IMC106 will return those serial numbers for the selected state office and claimant that begin with IMC106.
- Entering Gold in the Mining Claim Name field will return all mining claim names for the selected state office and claimant that have Gold in the name.

The Advanced Search function also allows you to enter search criteria regarding the location of the mine: **Meridian, Township, Range, or Section**. These fields are hierarchical and lower levels are only displayed after higher levels have been selected. Once Advanced Search has been selected the Meridian, Township, Range, and Section fields will be accessible. The values in the drop-down boxes are determined by your selection/entry in the State Office and Customer Name fields.

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You do not have to complete every field under Advanced Search to perform a search.



If you do not see the expected results, your search criteria may need refined or the claim or site is not available to be paid. Some of the reasons the claim or site may not appear in the results are:

- (1) The claim or site may not be current in their annual requirements;
- (2) The case is closed;
- (3) The case is pending and complete data is not available;
- (4) The fee has already been paid for the current year; or
- (5) The last assessment year was not calculated properly for the last action.

5. To clear your search parameters, press the **Reset** button.

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[Step 2: Select claims to pay](#)

Once you have a list of claims in your search results, you can select one or more claim records that you want to pay the maintenance fee.

About the Records Table

210 claims found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]					
	Serial Number	Mining Claim Name	Claimant Name	Amount Due	MTRS
<input type="checkbox"/>	IMC10645	4TH OF JULY #5	AMERICAN INDEP MINES & MINERAL	155.00	08/0210N/0090E/033
<input type="checkbox"/>	IMC10648	ANTIMONY RAINBOW #1	AMERICAN INDEP MINES & MINERAL	155.00	08/0210N/0090E/030
<input type="checkbox"/>	IMC10649	ANTIMONY RAINBOW #2	AMERICAN INDEP MINES & MINERAL	155.00	08/0210N/0090E/030
<input type="checkbox"/>	IMC10650	ANTIMONY RAINBOW #4	AMERICAN INDEP MINES & MINERAL	155.00	08/0210N/0090E/030
<input type="checkbox"/>	IMC10651	ANTIMONY RAINBOW #5	AMERICAN INDEP MINES & MINERAL	155.00	08/0210N/0090E/030
<input type="checkbox"/>	IMC10652	ANTIMONY RAINBOW #6	AMERICAN INDEP MINES & MINERAL	155.00	08/0210N/0090E/030

The columns in the records table include the following information:

- **Serial Number:** The mining claim serial number
- **Mining Claim Name:** The name of the mining claim
- **Claimant Name:** The owner of the claim
- **Amount Due:** The mining claim fee for that claim
- **MTRS:** The location of the mine in this order Meridian, Township, Range, and Section

The table displays ten (10) records on each page. The total claims found and the number currently being displayed is shown in the table header. For example: 210 claims found, displaying 1 to 10.

Use the **First/Prev**, **Next/Last** or page number links to move between pages.

Sort the search results

By default, the search results are sorted by Serial Number in ascending order. If desired, you may change the sort order by clicking on a column header. Clicking a second time on the column header changes it from ascending to descending.

Select Records

If you want to pay all the claims, check the box at the top of the table. All claims on that page are selected.

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7 claims found, displaying all claims. [First/

<input checked="" type="checkbox"/>	Serial Number	Mining C
<input checked="" type="checkbox"/>	IMC179760	ANTIMC
<input checked="" type="checkbox"/>	IMC179761	ANTIMC
<input checked="" type="checkbox"/>	IMC179762	ANTIMC
<input checked="" type="checkbox"/>	IMC179763	ANTIMC
<input checked="" type="checkbox"/>	IMC179764	ANTIMC
<input checked="" type="checkbox"/>	IMC179768	ANTIMC
<input checked="" type="checkbox"/>	IMC179769	ANTIMC

Total: **\$1,085.00** [Review](#)

If you want to select specific claim(s), check each claim individually.

<input type="checkbox"/>	IMC179762	ANTIMONY R
<input type="checkbox"/>	IMC179763	ANTIMONY R
<input checked="" type="checkbox"/>	IMC179764	ANTIMONY R
<input type="checkbox"/>	IMC179768	ANTIMONY R
<input checked="" type="checkbox"/>	IMC179769	ANTIMONY R

Total: **\$310.00** [Review order](#)

As you select claims, the **Total** at the bottom of the page is adjusted to see the total amount due.

Verify / Print Selected Records

<input checked="" type="checkbox"/>	IMC10654	ANTIMONY RAINBOW #7	AM
<input type="checkbox"/>	IMC10657	ANTIMONY RAINBOW #10	AM
<input checked="" type="checkbox"/>	IMC10658	ANTIMONY RAINBOW #11	AM

Total: \$310.00 [Review order](#) [Print](#)

1. Press the Print button to get a version of your order that can be downloaded, saved or printed.

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**U.S Department of Interior
Bureau of Land Management**

Total Claims: 3

Total Fees: \$465.00

Serial Number	Claim Name	Claimant Name	Amount
IMC10654	ANTIMONY RAINBOW #7	AMERICAN INDEP MINES & MINERAL	155.00
IMC10655	ANTIMONY RAINBOW #8	AMERICAN INDEP MINES & MINERAL	155.00
IMC10656	ANTIMONY RAINBOW #9	AMERICAN INDEP MINES & MINERAL	155.00

2. Press the Review order button to proceed on processing the order.

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Step 3: Pay your claims

The final step is to pay the selected mining claims maintenance fees. This includes verifying and/or printing your selected records, accepting the Terms and Conditions, and proceeding to the pay.gov application.

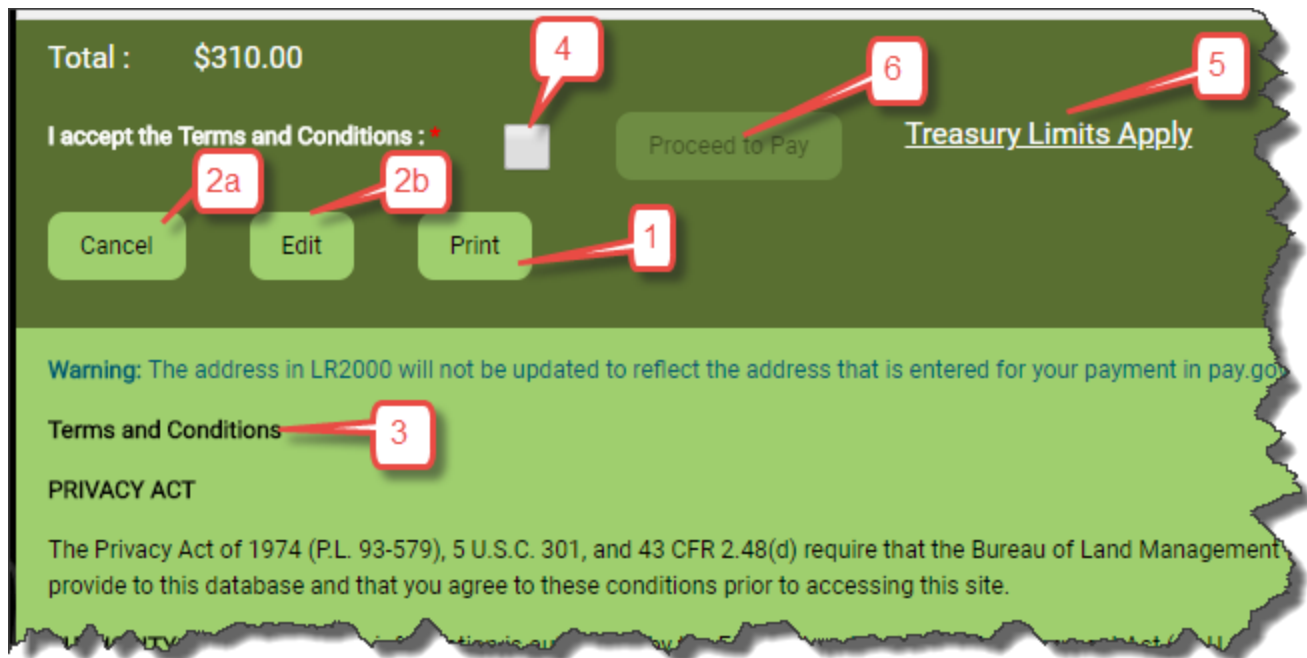
Verify / Print Selected Records

1. Press the Print button to get a version of your order that can be downloaded, saved or printed.



Always verify your claim selections prior to paying by printing and reviewing them on this Review page.

2. If you do NOT want to pay the list of mining claims in the list, you have two options:
 - a. Press the **Cancel** button if you want to entirely discard this order, and start a new search
 - b. Press the **Edit** button to return to your previous Search results. You can then unselect claims, or select new claims



Proceed to the Payment Screen

3. Once you are satisfied with the claims in your payment list, review the Terms and Conditions located below the buttons.
4. You must click confirm your acceptance of the terms and conditions by checking the **I accept the Terms and Conditions** check box. Once you accept, the **Proceed to Pay** button will be enabled.
5. Click the **Treasury Limits Apply** link to read the latest information on credit and debit credit card transactions.
6. Press the **Proceed to Pay** button. You will be routed outside of the Payment Portal to the Pay.gov collections screen.

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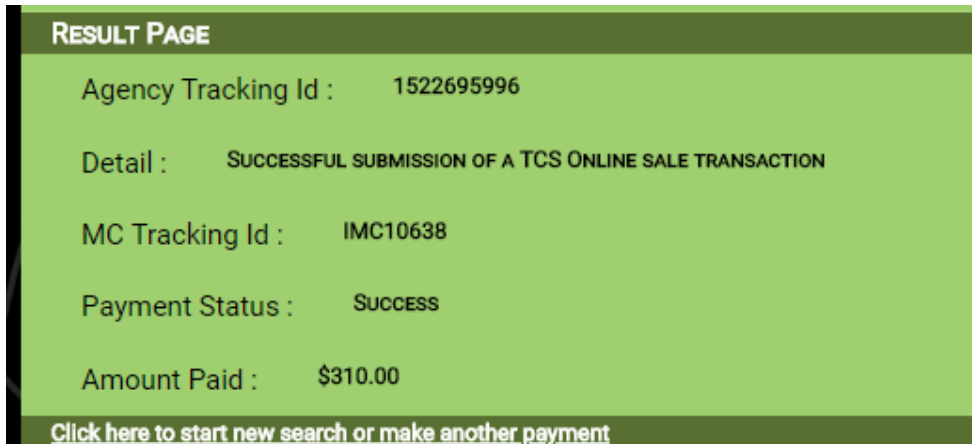
Step 4: Pay.gov

On the Pay.gov site, enter your credit or debit card information, name and complete mailing address in the applicable fields on the Pay.gov website.

Warning: The address in LR2000 will not be updated to reflect the address you enter on pay.gov.

Pay.gov will authorize, process, and confirm your credit or debit card transaction. After the payment is complete, you will be redirected back to Pay Portal with a Result Page.

Save your payment results.



The screenshot shows a green background with white text. At the top, it says "RESULT PAGE". Below that, it lists several details: Agency Tracking Id: 1522695996, Detail: SUCCESSFUL SUBMISSION OF A TCS ONLINE SALE TRANSACTION, MC Tracking Id: IMC10638, Payment Status: SUCCESS, and Amount Paid: \$310.00. At the bottom, there is a link that says "Click here to start new search or make another payment".

RESULT PAGE	
Agency Tracking Id :	1522695996
Detail :	SUCCESSFUL SUBMISSION OF A TCS ONLINE SALE TRANSACTION
MC Tracking Id :	IMC10638
Payment Status :	SUCCESS
Amount Paid :	\$310.00
Click here to start new search or make another payment	