**Underground Storage Tank (UST) Division is currently accepting payment of fees online and electronic submission of application and registration forms**

Valued UST Tank Owners/Operators and UST Certified Workers,

We are pleased to announce that we’ve adopted a new solution that allows you to submit updated registration forms, UST registration fees, UST Certified Worker Initial and Renewal Applications with associated fess online, without the hassle of writing a check or mailing a payment.

**First Steps:**

* For new facilities or new certified worker applications that don’t currently have an Agency Interest number you must request one by going to: [Request a New Agency Interest](https://internet.deq.louisiana.gov/portal/ONLINESERVICES/AGENCY-INTEREST-EMAIL-CREATION/APPLICATION-FORMS) and select the appropriate button Underground Storage Tank Registration for a new facility or Underground Storage Tank Certified Worker for a new certified worker applicant.
* Creating an e-business account. Instructions can be found in our Online Payment Tutorial at: <https://internet.deq.louisiana.gov/portal/portals/0/EbusinessDocs/Online_Payment_Tutorial.pdf>

**UST Payment Options available:**

***Option 1: UST Registration form update not requiring a fee***

* Simply update your registration form (a copy can be found at: <https://www.deq.louisiana.gov/assets/docs/Forms/UST_REG_FORM.pdf> )
* Attach it to an email to: [USTRegistrations@la.gov](mailto:USTRegistrations@la.gov) . In the subject of the email indicate the Agency Interest (AI) number and name of site.

***Option 2: UST Registration form update requiring a fee (change of ownership and/or***

***adding additional tanks to a current facility)***

* Simply update your registration form (a copy can be found at: <https://www.deq.louisiana.gov/assets/docs/Forms/UST_REG_FORM.pdf> )
* Log in our e-business portal at: <https://business.deq.louisiana.gov/>
* Click in the top menu on Payments
* Enter the Agency Interest number of the facility, select pay application fees, then click continue
* Filter for media: UST and the three fee choices will be listed. Select either New Tank Registration (cost is per tank) or Ownership Change by clicking on add to cart button next to appropriate selection. NOTE: the fees for new tank registration is the cost per tank so if you are adding multiple tanks you have to add the fee to the cart for each additional tank.
* Click on View Cart & Checkout. If your cart contents looks correct click on continue to payment
* Add your email address, in payment method select New Card account or New Bank Account then enter the required information, agree to the fee and terms and click pay.
* An email of the receipt will be sent to the email address you provided above. Print the receipt as proof of payment and email it with your updated registration form to: [USTRegistrations@la.gov](mailto:USTRegistrations@la.gov). In the subject of the email indicate the Agency Interest (AI) number and name of site.

***Option 3: UST Certified Workers Initial and Renewal Application Fees***

* Simply complete the application form:
  + Initial: <https://www.deq.louisiana.gov/assets/docs/Forms/UST_CC-1.docx>
  + Renewal: <https://www.deq.louisiana.gov/assets/docs/Forms/UST_cc_3.docx>
* Log in our e-business portal at: <https://business.deq.louisiana.gov/>
* Click in the top menu on Payments
* Enter the Agency Interest number of the facility select pay application fees, then click continue. NOTE: If you are a company and have multiple employees applying for certification you can submit the online payment under your company AI number and pay the fee for all employees once. Just make sure you add to the cart a fee for each employee and each certification applying for.
* Filter for media: UST and the three fee choices will be listed. Select the UST Certified Worker Examination or Renewal (cost is per certification type) by clicking on add to cart button. NOTE: The fee is for each type of Certification you are applying for so it you are applying for both Install/Repair and Closure you will add this fee to the cart twice.
* Click on View Cart & Checkout. If your cart contents looks correct click on continue to payment
* Add your email address, in payment method select New Card account or New Bank Account then enter the required information, agree to the fee and terms and click pay.
* An email of the receipt will be sent to the email address you provided above. Print the receipt as proof of payment and email it with your application to: [USTRegistrations@la.gov](mailto:USTRegistrations@la.gov). In the subject of the email indicate the Agency Interest (AI) number and name of applicant.