

**2013 Annual Operating Instructions
Smiley Creek S&G Allotment & Sheep Driveway**

1: INTRODUCTION:

Permitted Use:

Permittee	Allotment	Head Months & Season
Faulkner Land & Livestock Co. Inc. #4579	Smiley Creek #40404	Annual livestock forage allocation will not exceed 3628 head months without further analysis. Annual permitted livestock grazing will not occur outside the period from 06/16 through 10/25 unless otherwise authorized by the Forest Officer in charge.

Authorized Use: Upon payment of fees, you are authorized to graze as follows:

Unit	Numbers	Approximate Season	HMs
Smiley Creek Frenchman Creek Gravel Pit Little Beaver West Beaver Vat / Cabin Creek	1420 dry ewes	08/16-10/07	2474
Summer Sheep Driveway	1420	08/12-08/15	187*
Fall Sheep Driveway	dry ewes	10/08-10/12	233*

* These 420 head months occur on the Stanley-Ketchum stock driveway, which does not lie within the boundaries of the Smiley Creek Allotment. Therefore, they do not count toward the total limit of 3628 head months stipulated for the Smiley Creek Allotment in the North Sheep EIS.

NOTE: These dates are approximate, and are subject to change. Actual on-dates, off-dates, and grazing rotations will be determined on the basis of range readiness, utilization, truck availability, presence of wolves, or other resource considerations as deemed necessary by the authorized Forest Officer. Such changes will typically be made in consultation with the permittee(s). Actual dates will be determined as the season progresses to avoid areas frequented by wolves.

Permitted Livestock Brand



2: COMPLIANCE:

This AOI is made part of your Term Grazing Permit consistent with Part 1, Item 3 and Part 2 Item 8(a) of the General Provisions and Requirements. Your compliance with these instructions is essential for the proper management of National Forest System lands. Failure to comply with the terms and conditions of your permit and these instructions may result in issuance of a notice of non-compliance with the terms of your grazing permit.

Permittees with livestock in rested units, grazing units outside the season of use, and grazing areas not authorized, will be held non-compliant with the terms and conditions of their Term Grazing Permit. Such non-compliance may result in billing for excess use, permit modification / cancellation, or other actions as provided in FSH 2209.13.

Situations may develop during the grazing season which require modifications to these instructions. If this becomes necessary, or if you cannot comply with some part of these instructions, contact the District Ranger and obtain approval before initiating changes or deviating from these instructions.

Notice of non-compliance actions: None taken in 2012.

All livestock feed or straw brought on to the forest is required to be certified weed free.

3: PREVIOUS YEAR GRAZING RESULTS:

Ocular estimates made during various pasture inspections indicate that compliance with utilization standards was achieved for the 2012 grazing season. Once over grazing occurred and was effective. All mapping requirements were completed and the map was turned in within the timeframe requested. Avoidance of concern areas was achieved. Herd movements in 2012 were timely and herder, foreman and permittee cooperation was excellent.

4: BILLING:

The 2013 cost per Head Month for cattle is \$1.35 per head month/cattle. A Bill for Collection will be mailed to you. Grazing fees must be paid by the date specified on the Bill for Collection to:

*USDA Forest Service c/o Citibank
PO Box 301550
Los Angeles, CA 90030-1550*

Confirmation of payment through the “lock box” process must be received before livestock can enter NFS lands.

New on-line bill payment information is attached, if you choose to pay on-line.

5: LIVESTOCK MANAGEMENT:

Unit / Area	2013 Rotation ¹
Gravel Pit Entry point	➤ Enter the Smiley Creek Allotment at the gravel pit between Smiley Creek and Frenchman Creek
Smiley Approximately 14 days	<ul style="list-style-type: none"> ➤ Head up Smiley Creek, crossing at the Smiley Creek bridge <ul style="list-style-type: none"> • Graze only on the west side of Smiley Creek. • No sheep watering or crossing allowed in Smiley Creek itself, sheep can water from side drainages on the west side of Smiley Creek. Haul water to temporary troughs if necessary to prevent sheep from accessing (watering at or grazing near) Smiley Creek. ➤ Cross over the ridge to Frenchman, avoiding private land in upper Smiley Creek.
Frenchman Approximately 18 days	<ul style="list-style-type: none"> ➤ Graze down Frenchman ➤ In areas above 4 miles from the northern allotment boundary in upper Frenchman Creek sheep can cross either side of Frenchman Creek to water or graze, staying out of the high elevation areas shown on the attached 2013 Route map. ➤ Frenchman Creek from the northern allotment boundary at the lower end of the creek, then upstream for 4 miles sheep shall be prevented from crossing Frenchman Creek in this reach except at the intersection with National Forest Service Road 195. <ul style="list-style-type: none"> • Graze only on the west side of Frenchman Creek in this lower 4 mile stretch • In this 4 mile stretch of Lower Frenchman Creek no sheep watering or crossing allowed in Frenchman Creek itself, sheep can water from side drainages on west side of Smiley Creek. Haul water to temporary troughs if necessary to prevent sheep from accessing (watering at or grazing near). <i>See Section 8, Fish Restrictions</i>
Gravel Pit Approximately 3 days	<ul style="list-style-type: none"> ➤ Graze the Gravel Pit area, avoiding any area previously grazed when first came on the allotment. ➤ Then cross Smiley Creek at the bridge to access Little Beaver
Little Beaver/ W Beaver Approximately 10 days	<ul style="list-style-type: none"> ➤ Graze Little Beaver utilizing either side of the drainage. ➤ Then graze West Beaver.
Vat/Cabin Approximately 6 days	<ul style="list-style-type: none"> ➤ Cross sheep on the bridge over Alturas Lake Creek and graze Vat/Cabin area ➤ Cross sheep on the bridge over Alturas Lake Creek ➤ Continue grazing until reaching the Alturas Lake Rd. Then leave the allotment.
Sheep Driveway* Summer	Trailing from the SNRA southern boundary to the Smiley Creek allotment entry point is limited to 5 days duration. Trail sheep on the bench above Russian John to Silver Creek, staying off the Big Wood River in that portion of the driveway. Trailing will continue avoiding the Pole Creek Burn area to the allotment entry point.
Sheep Driveway* Fall	Trailing will begin avoiding the Pole Creek Burn area to Galena Summit Trailing from the Smiley Creek allotment boundary to the SNRA southern boundary is limited to 5 days duration. From Silver Creek trail sheep on the bench above Russian John, staying off the Big Wood River in that portion of the driveway.

*See further driveway restrictions on page 8

¹ The permittee may follow the approximate route shown on the attached Smiley Creek S&G Allotment 2012 Actual Route Map. This map will be provided to you prior to the grazing season.

NOTE: Some flexibility will be allowed for weather conditions, range readiness and livestock needs. **The proposed rotation is subject to change. Actual dates and routing as the season progresses may be modified as needed to address problems such as wolf depredation, etc.** The period of use is also subject to compliance with Forest Plan standards and guidelines and Implementation Monitoring requirements as discussed below.

You will be responsible for monitoring livestock move thresholds or “triggers” during the grazing season. These “triggers” will assist you in ensuring that end of season utilization standards are not exceeded. The Sawtooth NRA range staff will conduct spot checks as necessary. Typically, “triggers” will be the standard(s) listed below in section 6, “Standards and Guides”. It is strongly suggested that livestock be moved before utilization standards are reached. This will help to prevent forage utilization in excess of standards, allowing for time to clean the unit of stragglers.

The scheduled “off-date” is not the day to start moving your herd; it is the date by which you should have all permitted livestock removed from the pasture or allotment.

If you move your permitted livestock on to the allotment later than the scheduled “on-date”, and want to stay past your “off-date”, then you must make arrangements early in the grazing season, and obtain approval from the District Ranger or other authorized Forest Officer.

Please realize that it is in your best interest to herd sheep throughout useable areas in the currently authorized pasture. **Use of riparian areas needs to be carefully monitored by you.** If sheep are allowed to concentrate in riparian areas and around water developments, utilization standards will likely be reached prior to the scheduled pasture move or “off-date”. This may result in directed early pasture moves or early removal of livestock from the allotment.

6: STANDARDS AND GUIDES:

You are responsible for tracking forage use levels and complying with utilization standards. For your convenience, the Smiley Creek S&G maximum allowable forage utilization levels under the Sawtooth FLRMP (forest plan) are listed below.

Riparian Areas:

All creeks - 4” utilization standard

- Water sedge (*Carex aquatilis*) or Nebraska sedge (*Carex nebraskensis*) will be the key species measured to determine riparian (greenline) utilization.

Upland Vegetative Cover Types:

Sagebrush / Fescue vegetative sites - 25% standard

- Bluebunch wheatgrass (*Agropyron spicatum*) and Idaho fescue (*Festuca idahoensis*) will typically be the key species measured to determine upland utilization, though other species may be measured to estimate utilization at the discretion of the Forest Officer.
- In the immediate vicinity of herder camps (total area not to exceed 100 foot radius), forage utilization levels of up to 40% are permissible in order to accommodate horses used in conjunction with permitted livestock management.

Note: The utilization percentages represent the maximum year end use that will be allowed based on current livestock management practices. **These standards can be met through “once-over” grazing.**

7: IMPROVEMENTS:

Improvements for which you have maintenance responsibility are listed in Part 3 of your Term Grazing Permit.

Improvements will be maintained to Forest Service standards before livestock enter the pasture/allotment.

When improvements have been maintained, please call the Stanley Ranger Station and report that maintenance has been completed. If verification is not received from the permittee prior to the allotment "on-date", follow-up inspections may be made. If it is found that maintenance has not been completed, and the responsible permittees livestock are present on the allotment, the permittee may be billed for unauthorized use and / or permit action taken for non-compliance.

Permittee (or authorized agent of permittee) use of ATVs and motorcycles outside designated routes shown on the Sawtooth National Forest/Sawtooth National Recreation Area Motor Vehicle Use Map is limited to that required for allotment management operations such as maintenance and repair of range improvements, and distribution or retrieval of salt during or immediately after the authorized grazing season. Limited additional authorization is provided to facilitate sheep herder travel to and from camps in the fall while permitted livestock are still grazing on the Smiley Creek Allotment.

If an allotment is in non-use status, the permittee is still responsible for improvement maintenance.

No ground disturbing activities may be conducted by the permittee or their personnel on National Forest System lands without prior approval from the authorized Forest Officer.

Any plans to reconstruct or build new improvements on the Forest should be coordinated with the range staff.

8: PERMITTEE, HERDER or CAMP TENDER INSTRUCTIONS:

Please notify SNRA range staff at 208-774-3000 before allowing your livestock to enter the Smiley Creek Allotment.

If you move your permitted livestock on to the allotment later than the scheduled "on-date", and want to stay past your "off-date", then you must make arrangements early in the grazing season, and obtain approval from the District Ranger or other authorized Forest Officer.

You or your herd manager will provide sufficient riders or herders to obtain proper distribution, protection, and management of sheep on the allotment as required by the Rangeland Project Decision, Allotment Management Plan, or Annual Operating Instructions.

You will be required to provide a copy of the Annual Operating Instructions and map to each herder, and to **ensure each herder understands** the written contents. Evidence of failure to follow these requirements may result in action against your permit.

Permittees with livestock in rested units, grazing units outside the season of use, and grazing areas not authorized, will be held non-compliant with the terms and conditions of their Term Grazing Permit.

Such non-compliance may result in billing for excess use, permit modification / cancellation, or other actions as provided in FSH 2209.13.

Due to the scheduled routing of sheep through **Lower Frenchman Creek** in late August, **water shall be hauled by truck to temporary troughs to prevent sheep from accessing (watering at or grazing near) Frenchman Creek from the northern allotment boundary at the lower end of the creek upstream for 4 miles.** Sheep shall be prevented from crossing Frenchman Creek in this reach except at the intersection with National Forest Service Road 195.

Fish Restrictions:

The following fish restrictions apply to the Smiley Creek Allotment:

- A. **Sheep shall not be allowed access to streams containing spawning habitat for chinook salmon or bull trout after August 1** (or after the appearance of salmon, whichever occurs first). See stream restrictions map in permit. If you need another copy, please notify the range staff. These streams are listed as follows:
- **Salmon River**
 - **Frenchman Creek** below the upper meadow, from the allotment boundary at the lower end of the creek upstream for 4 miles upstream.
 - **Alturas Lake Creek** below west tributary in section 7. Cross Alturas Lake Creek below Alpine Creek only at a bridge or designated crossing area selected by the Forest Service hydrologist.
 - **Jakes Gulch** below the east tributary in section 17.
 - **Alpine Creek** (entire reach within allotment). Not applicable in 2013. Potential crossing sites will be considered by SNRA staff prior to the grazing season. If suitable sites are identified, a copy of the map showing their locations will be provided to you prior to the grazing season.
 - **Smiley Creek** below the intermittent tributary in Section 20
- B. **Sheep shall not be allowed to access streams containing spawning habitat for steelhead until after July 15**, or after steelhead are no longer present, whichever occurs last. See "stream restrictions" map in permit. If you need another copy, please notify the range staff.

Sheep Grazing:

In-season mapping information on the location and timing of the sheep band, grazing, bedding, nooning, watering sites, stream crossing sites, and on herder camp location shall be reported by the permittee to the Forest Service every two weeks. Failure to provide this information within one week after the due date will result in issuance of a notice of non-compliance (NONC) for failure to comply with terms and conditions of the grazing permit. The following information will be provided by the permittee on 1:24000 scale topographic maps (maps to be provided by the Forest Service).

- *Actual route taken by the herd (line drawing).*
- *Herder camp sites and the dates occupied.*
- *Overnight herd (bedding) locations and the date occupied.*
- *Nooning locations and the dates used.*
- *Stream crossing and watering locations and the dates used.*

Only annual once-over grazing will be allowed, with the exception of designated sheep driveways, travel routes, or where specifically authorized (Standard RAST07).

- Two seasons of use, (summer and fall) are authorized on the sheep driveway for 2013.

Sheep may be trailed over watershed divides above 9,000 feet where suitable and trailing through each high elevation area occurs in one day.

Do not bed sheep within 200 yards of designated campgrounds, trails, trailheads or maintained roads.

Do not allow sheep to be shaded or bedded within 100 yards of all creeks. If this is not reasonable due to topography, ensure that the sheep are as far back as possible from the creek.

Avoid sheep bedding in and nooning in noxious weed infested areas to the extent possible.

Graze rather than trail to water, and if possible, water sheep at different locations each time.

Route sheep to avoid steep slopes with loose soil, watershed rehabilitation sites, active gullies and snowbank areas.

Only one night/one time use of bed grounds is allowed.

Though the use of temporary corrals is not anticipated for the 2013 grazing season, contingency locations (in the event that livestock must be transported to the allotment by truck) are as follows:

- ½ mile up Beaver Creek Road (no. 70204) from Highway 75 (adjacent to the Forest Boundary) in an open area.

When sheep must be corraled for shipping, trail to the corral location and trail them directly into the corrals no earlier than the night before loading. Should it be necessary to move them from the corrals for watering, trail them directly to the water source, and back into the corrals. Do not allow them to mill about outside the corrals. Trail the dry band away from corral location no later than the following morning after shipping.

Salting:

Salt fed in loose form shall be placed in an approved container such that it is prevented from spilling onto the ground. **Salt at bed grounds only. Do not salt in areas above 9,000 feet**, or in cirque basins at this elevation.

Do not place salt within 100 yards of any watering area or meadow unless you receive prior approval. This includes springs, seeps, water troughs, and creeks. Salt will be removed from areas where the maximum allowable use levels have been reached or at the end of the grazing season.

Herder Camps:

New herder camps must not be located in perennial or intermittent stream Riparian Conservation Areas (RCAs).

Horses used by herders in conjunction with permitted livestock management shall not be staked or picketed within riparian zones.

Each camp will be kept clean, which means litter will be picked up and either hauled away or burned. Only combustible items may be burned.

Herder camp use will not exceed five days time in one location unless prior permission is obtained from the appropriate Forest Service official. Camps should be located to avoid conflict with other Forest users.

When pack and saddle stock are tied at camp, they are to be high-lined, picketed, or hobbled. Tying pack or saddle stock to trees at camp is prohibited.

Sheep Driveway:

The following restrictions apply to the Sheep Driveway, based on initiation of spawning for TES fish species:

A. ***Pole Creek (below Twin Creek):***

- *Off August 15 for chinook salmon,*
- *Watering only at turbulent reaches after August 15 for bull trout*
- *Preceding fall trailing over Pole Creek on Road 194, a spot check by the FS may be made for redds 300 feet upstream and downstream of the culvert. If redds are present, physical barriers or specific herding will be used to prevent sheep access to the redds during trailing.*

B. ***Rainbow, and Galena Creeks:***

- *Watering only at turbulent reaches after August 15 for bull trout*

C. ***Salmon River and Pole Creek:***

- *During the fall, watering will be confined to springs, irrigation canals or any other creek not listed above.*

D. ***Sheep trailing off of the allotment and accessing the Stanley-Ketchum Sheep Driveway will not cross through any stream containing designated critical habitat, such as **Frenchman Creek** and **Salmon River**.***

Fall trailing from Galena Summit to the SNRA south boundary is limited to 5 day duration. Please avoid all traditional campsites when fall trailing on the Wood River Side.

The Pole Creek Natural Area (Pole Creek Guard Station fenced off area) is closed to grazing.

There may be special Ketchum/Stanley Sheep Driveway use instructions pertaining to concerns about spreading spotted knapweed.

Route sheep at least 1/4 mile from Galena Lodge when crossing Gladiator and Senate Creeks. This area is closed for rehabilitation from historic sheep impacts and contains valued wildflower meadows for recreation purposes.

Fire:

Employees must be kept informed of the current fire danger and the permittee's fire prevention responsibility. The Forest Service will advise permittees when special fire restriction orders become effective.

To meet Forest Service requirements, exhaust from camp stoves must be filtered through a spark arrester screen with no larger than 3/8 inch mesh.

Never leave camp fires unattended.

All camps must have a serviceable axe, shovel, and bucket for fire control.

Other:

By USDA order #04-00-097, all non-pelletized hay, straw or mulch possessed, stored, or transported on National Forest System Lands, in individual bales or containers, must be tagged or marked as weed free, or must have the original and current evidence of weed free certification documentation present. All markings must meet State and / or County standards for certification as weed free.

Changes to existing Forest Service system roads and unauthorized, user created, routes has occurred in recent years within the allotment, please see "Transportation Changes" map provided to you in recent AOIs. please contact the range staff if you need another copy of this map. Several routes have recently been closed, obliterated, and restored to native conditions. Please be aware of these changes. Your vehicle travel should remain consistent the Forest Travel Map on designated routes, unless otherwise authorized.

Promptly remove or bury any sheep that have died within 100 yards or in sight of administrative sites, system roads or trails, corrals or sources of water. If warranted, other methods of removal may be allowed with special permission from the District Ranger.

All lands outside of designated travelways, motorized use shall be prohibited unless otherwise authorized.

9: REQUIRED REPORTING:

Smiley Creek in-season mapping information discussed in Section 8, page 6.

Please submit requests for credits or refunds before December 31.

10: INSPECTIONS & MONITORING:

Range inspections may be made several times during the grazing season to check maintenance of range improvements, forage utilization, and compliance with the grazing rotation and standard requirements. If you are interested in participating in allotment inspections, please notify the range staff at the beginning of the grazing season.

End-of-season compliance monitoring will be conducted by the SNRA Range Staff. Exceeding end-of-season utilization standards will be regarded as an instance of non-compliance with the terms of your grazing permit. In addition to the potential for permit action, this may further result in the modification of grazing management (including reductions in Head Months or permitted area) until the risk of adverse impacts to habitat is minimized.

11: COORDINATION & COOPERATION:

Questions about what can or cannot be done in reference to defending livestock should be directed to:

- John Rachael at the Idaho Department of Fish and Game (IDFG) Headquarters Office in Boise, Idaho (208-334-3700)
- Todd Grimm, USDA APHIS Wildlife Services in Boise, Idaho (208-378-5077)
- Eric Simonson, local Wildlife Services contact in Challis, Idaho (208-879-2178)

Permittees should continue working with their local Wildlife Services representative on depredation issues.

In order to reduce the potential for depredation, the Forest Service recommends that the following procedures be implemented each grazing season:

- Remove sheep and saddle stock carcasses from the area where they will not serve as an attractant to predators. The intent of this recommendation is not to require removal of carcasses from the allotment, but to remove them out of areas currently being grazed or areas soon to be grazed.
- Keep camp meat in coolers, not hung.
- Burn, bury or pack food leftovers including bones, garbage, etc. and food not consumed by dogs.

Work with IDF&G and Wildlife Services in implementing other effective preventative actions to reduce the risk of depredation.

The Forest Service recognizes that Faulkner Land & Livestock Co. Inc. and Idaho Department of Fish & Game have developed a “Best Management Practice for Separation between Domestic Sheep and Bighorn Sheep” agreement because of the potential for conflict between wild sheep and domestics. In addition to BMP’s agreed to in that agreement, we also require the herders conduct regular sightings throughout the day for Big Horn sheep. We also require that the herder make the appropriate contact with the Forest Service or Idaho Department of Fish & Game when a bighorn sheep sighting is reported on or within a minimum of one mile of the Smiley Creek Allotment

Contact the range staff at the Stanley Ranger Station (208-774-3000) for local Wildlife Services contact information.

12: OTHER:

We look forward to working with you and solicit your cooperation and involvement in bringing about sound range and livestock management practices that will enhance all of the allotment's resources. If you have any ideas or suggestions that will improve the management of this allotment, we would like to hear from you. If you have any questions concerning these Annual Operating Instructions, please call Robert Garcia 774-3014, Beth Bratlie 774-3013 or myself at 208-727-5000.

14: SIGNATURE:

<i>/s/ Joby P. Timm</i>	<i>05/13/2013</i>
Joby P. Timm, Area Ranger	Date

<i>/s/</i>	<i>04/09/2013</i>
Permittee	Date

14: MAPS, FORMS & ATTACHMENTS:

- a) Online Billing Information

Online Billing Information

The Forest Service is pleased to announce the release of a new Online Bill Payment website. The Online Bill Payment website called Paygov© provides our customers an additional payment option that is a more convenient way of paying Forest Service bills. This bill payment website provides significant benefits to the Agency, as well as, our customers by offering the opportunity for better service using electronic payment methods through the use of the internet.

You now have the opportunity to pay your Forest Service bill for collection (BFC) online using your plastic (credit/debit) cards or electronic checks:



The Online Bill Payment website can be accessed at the following link: <http://www.fs.fed.us/billpay> starting May 15, 2012. Information about the Online Bill Payment option will be included on your bill received from the Forest Service.

The Bill Payment website <http://www.fs.fed.us/billpay> outlines important information regarding the payment processing timeline and guides you through the bill payment process. You must input the bill number from the BFC and must pay the bill in full as a condition of using the Online Billpay website. Upon completion and submittal of payment information and payment processing, you will receive an email that confirms payment.

A few important facts if using the Online Bill Payment option:

- The bill must be paid in full, no partial payments are acceptable.
- Allow four (4) business days for payment processing.
- Payments received after 8:00 ET are submitted the next business day.
- Payments made on holidays are submitted the next business day. Holidays are not counted as a business day.
- **Reminder**, payment not processed prior to a bill due date will incur penalty and interest charges regardless if using the Online Bill payment option or submitting payment through the mail.

If you are interested in using the online Bill Payment website, the attached instructions will guide you through the online Bill Payment process.

Of course, you continue to have the option of paying your bill through the mail by sending payment to our Citibank collection center at USDA Forest Service, C/O Citibank, P.O. Box 301550, Los Angeles, CA 90030-1550.

If you have questions, contact Jill Allgood, Resource Specialist, at (208) 737-3247.

Instructions for Online Payment Method

Log on the Bill Payment website, <http://www.fs.fed.us/billpay>. You will be at the Bill Pay home page, "Welcome to the Forest Service payment options website".

To pay a Forest Service bill, select "**click here**" at



Bill Process Time – review this page for information about payment timelines and posted notices.

- allow 4 business days to process payment against your bill.
- payment made after 8:00 pm ET are submitted the next business day.
- payment made on holidays are submitted the next business day.
- payments not processed prior to the due date reflected on the bill will incur penalty and interest charges.

At the bottom of the page, select "**Click here**" to proceed with the online payment process.

Bill Payment (screen 1):

- enter the **Bill Number** from your bill for collection twice (example: BF041201N20012)
- select payment method (plastic card or ACH debit),
- type in the word verification ,
- select "**Pay Bill**".

Bill Payment (screen 2) :

Verify your bill number and payment type, select "**Continue**" to proceed with the online payment process.

Online Payment:

Step 1: Enter Payment Information (either plastic card or ACH payment):

If using a plastic card for payment, complete required fields as noted with a red asterisk, and select "**Continue with Plastic Card Payment**".

If using ACH Payment method, complete required fields as noted with a red asterisk, including the bank routing, account and check number. Select "**Continue with ACH Payment**".

Step 2: Authorize Payment

Verify information and enter email address. *Email address is required to receive an email confirmation as a receipt of your bill payment.*

If using a plastic card for payment, check the box at bottom of the page "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement", and select "**Submit Payment**".

If using ACH Payment method, read the Authorization and Disclosure statement at the bottom of the page and check the box, "I agree to the authorization and disclosure language", and select "**Submit Payment**".

Bill Payment Successful! You have successfully paid your bill with the online bill payment program. If you entered your email address in the Authorize Payment screen, an email payment confirmation (receipt) will be sent to you from paygovadmin@mail.doc.twai.gov.