

DSIS Online Payments Guide
DCR Division of Dam Safety and Floodplain Management
Last Updated 6/18/2020

Application Types with Payment Options:

- Conditional Certificate 1 Year - \$150.00
- Conditional Certificate 2 Year - \$300.00
- Regular Certificate - \$600.00
- General Permit - \$300.00
- Construction Permit - \$2,500.00
- Simplified Inundation Study – \$2,000.00

How to make an Online Payment via the DSIS workflow:

1. Fill out and submit your application in DCR’s Dam Safety Inventory System (DSIS).
2. When you Submit your application, you will be prompted to select from two payment choices:
 - **Mail Payment** – If “Mail Payment” is selected you will receive an email containing a payment form as an attachment. This form can be mailed to DCR with a check to make your application fee payment. Even after selecting the mail payment option you can still pay online; the last page of the payment form has instructions on how to pay online.
 - **Online Payment** – If “Online Payment” is selected a separate tab will open in your web browser with DCRs payment portal and all required information will be pre populated on the page. Once you click “Proceed to checkout” you will be taken to a separate payment site to make your payment.

How to pay online outside the DSIS workflow:

1. Login to DSIS and go to your application record:
 - a. Check to make sure the application status is “Awaiting Payment”. The status must be in “Awaiting Payment” to make an online payment.
 - b. Get the application Fee ID. You can find this on the Fee tab of your application.
 - c. Get the application Fee Amount. You can find this on the Fee tab of your application.
 - d. Note the 6-digit Dam Inventory Number your application corresponds to.
2. Go to DCRs payment portal:
 - <https://www.dcr.virginia.gov/payment?project=2019-05-02-19-29-32-991649-24g>
3. Enter the information noted in steps 1b-1d into the payment portal page:
 - a. FEE ID = Fee ID
 - b. DAM ID = Dam Inventory Number
 - c. AMOUNT TO BE PAID = Fee Amount
4. Click “Proceed to checkout” and follow the instructions to make your payment.