

Inspection and Technical Services

Online Payment Form Instructions

ITS 22-006

The Inspection and Technical Services Online Payment Form is available at: <https://forms.gov.mb.ca/itsop/>

The electronic form will only accept credit card payment (Visa or Mastercard). You may pay up to 20 invoices using the online payment form.

Instructions

1. Select Invoice Type from drop down

Invoice Type
2. Enter Invoice Number or Licence Number

Enter the Invoice Number or License Number
3. Confirm Invoice Number or licence Number. The numbers must match.

Confirm invoice Number or License Number
4. Enter Payment Amount from invoice. Do not submit partial payments.

Payment Amount
 \$
Amount from invoice. Example 123.45
5. Select Add Invoice. Repeat for each additional invoice you wish to pay.

You can edit information previously entered.

6. To remove an invoice, select remove last invoice.

You can remove the last invoice entered. To remove multiple invoices, you must select remove last invoice each time.

7. Enter the name on the invoice or the license holder name.

Name on invoice or License Holder Name
8. Enter First Name

First Name
9. Enter Last name

Last Name
10. Enter E-Mail

E-Mail
11. Confirm E-Mail. The E-Mails must match.

Confirm E-Mail

The receipt will be emailed to this address.
12. Enter Phone Number

Phone Number
13. Enter Comments detailing special payment instructions.

Comments

- 14. Read Privacy Statement. Select I agree to proceed.



- 15. Select I'm not a robot and then select Proceed.

To continue with your submission please check the box below and click to proceed.



- 16. Enter Cardholder Name, Card Number, Expiry Date, Card Security Code.



Select Process Transaction to complete the payment. Only click the button once. Using the Back, Refresh or Cancel button after you press the Process Transaction button will not stop the transaction from being processed and may result in a double charge.

- 16. Record the confirmation number for future reference.

Print or Save confirmation Receipt.



- 17. E-Mail Receipt will be sent to the E-Mail provided.

