Electronic Payments in ELDO
ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM (MNELAP)

Electronic Payment Information

The laboratory can electronically pay invoices associated with Minnesota Environmental Laboratory Accreditation Program fees (MN Statutes 144.98) securely through the Environmental Laboratory Data Online (ELDO) system. The ELDO system uses a secure system for processing payments with US Bank. The US Bank service will be collecting and storing data based on their defined privacy policy and will accept all major credit cards and electronic and debit card payments. US Bank charges a separate non-refundable fee for all credit card transactions. All fees are viewable prior to submission. MNELAP will no longer return applications to laboratories for changes after payment and fees are collected and managed per MN Statute 144.98.

Viewing and Selecting Invoices for Payment

After submission of an application (e.g. initial, renewal, change FOTs or change information) in the ELDO system, the user needs to navigate to the “Application Tab” to view and select the associated invoice. Please ensure you select the most recent ‘open’ invoice that needs paid. Please follow the steps and screenshots below to ensure your payment is processed both by US Bank and the Environmental Laboratory Data Online (ELDO) system.
Viewing and Selecting Invoices in ELDO

Selecting E-Payment

Figure 1: Select View Invoices

Figure 2: Select the "Make E-Payment" button next to the invoice to be paid.
Verify Payment and Contact Information

Figure 3: Make a payment using 'E-Payment' button. Ensure the correct email address and information is entered and correct.
Enter Payment Method

**Figure 4: Select a payment method, Credit or Debit Card**

**Figure 5: Payment Method, Checking or Savings Account**
Review Payment, Fees and Contact Information

Figure 6: Review the additional fees and the total fees, if applicable to your payment type.
US Bank and ELDO Confirmation of Payment

**WARNING:** The confirmation of electronic payment in the ELDO system is a two-step process and both steps must be completed in order to associate the electronic payment with the invoice. The first step is a confirmation in the US Bank system that allows the user to print the confirmation details. The user must select the “Continue’ button at the bottom of the screen and not close the browser session(s). The second step returns you to the ELDO system, which provides you the ‘MDH Confirmation’ screen, and confirms the invoice number the payment is associated with in the ELDO system. The user needs to navigate and ensure they continue through the screens to a ‘MDH Confirmation’ screen in order for the system to signify the application materials are ready for processing. The user will receive an email confirmation of payment.
Step 1: US Bank Confirmation of Payment

Figure 8: US Bank Confirmation page and Confirmation Number
Step 2: ELDO Confirmation of Payment

Figure 9: ELDO’s Payment Confirmation page

Minnesota Department of Health
Minnesota Department of Health Environmental Laboratory Accreditation Program (MNELAP)
651-201-5324
health.mnelap@state.mn.us
www.health.state.mn.us

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