

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

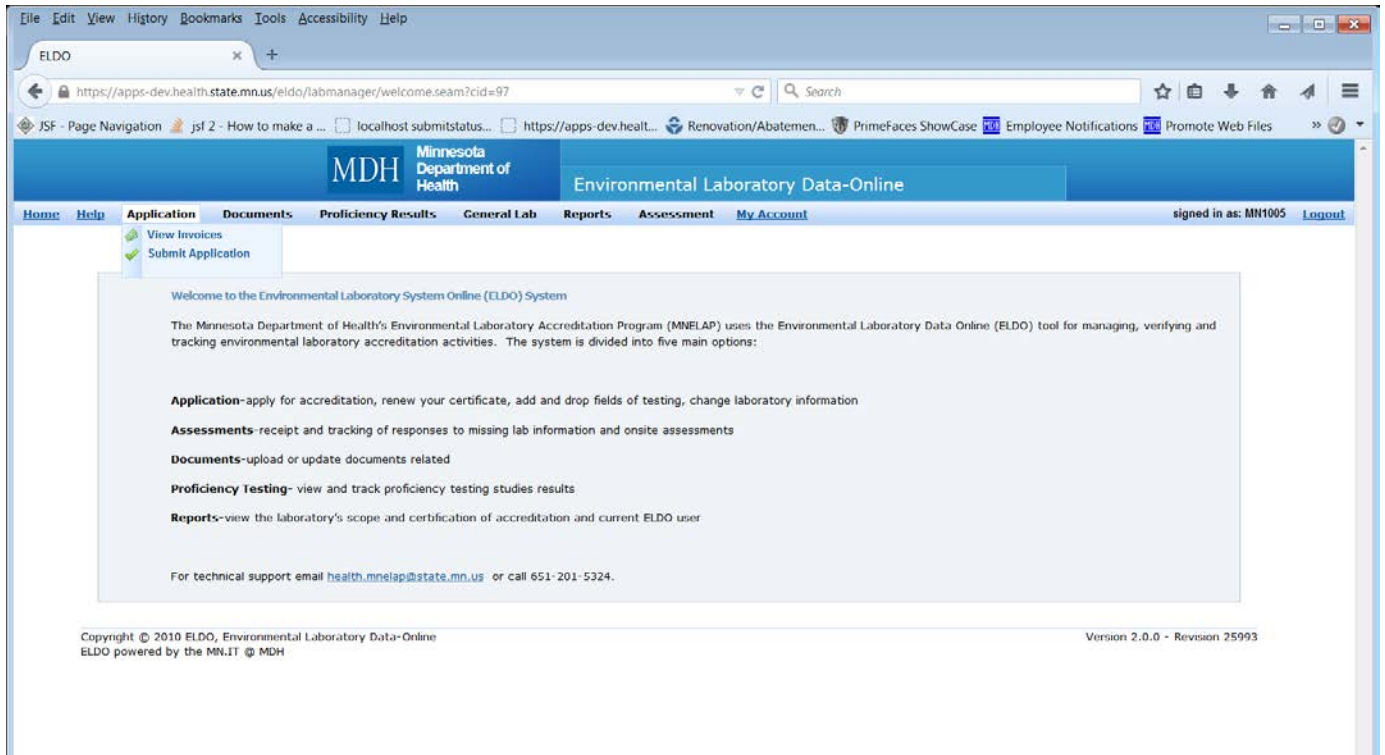


Figure 1: Select View Invoices

Selecting E-Payment

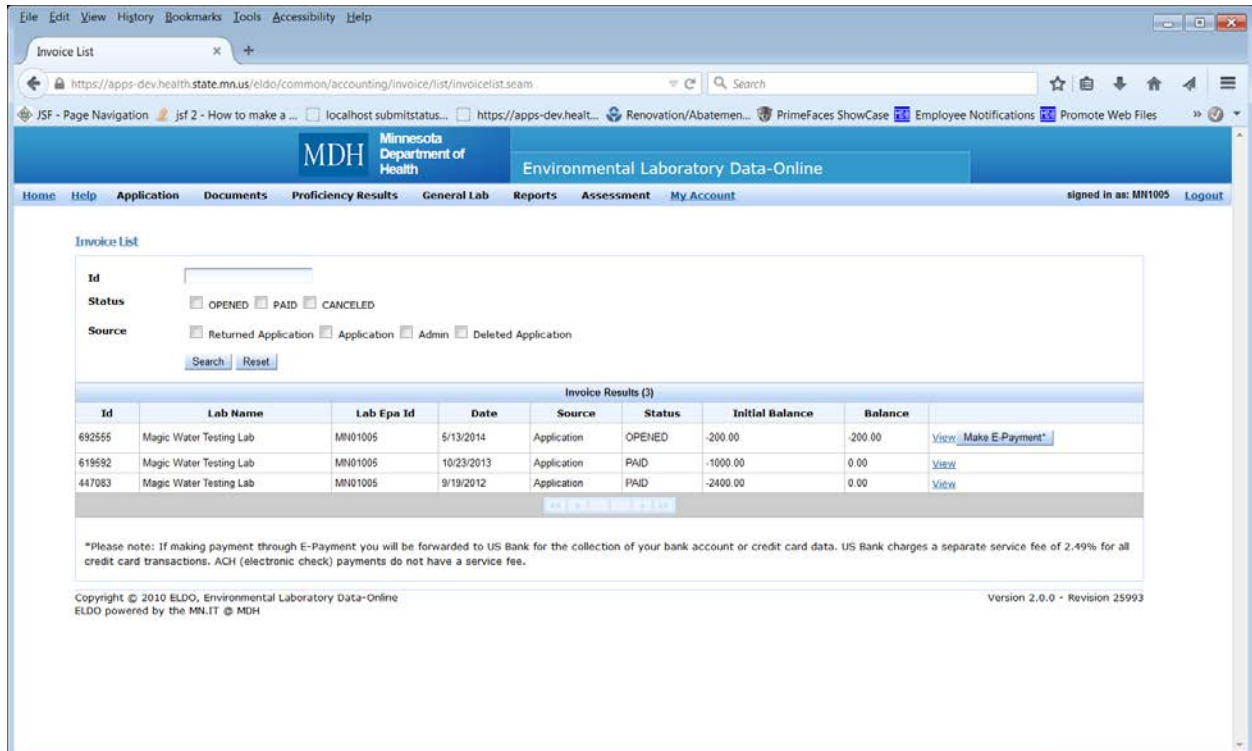


Figure 2: Select the 'Make E-Payment' button next to the invoice to be paid.

Verify Payment and Contact Information

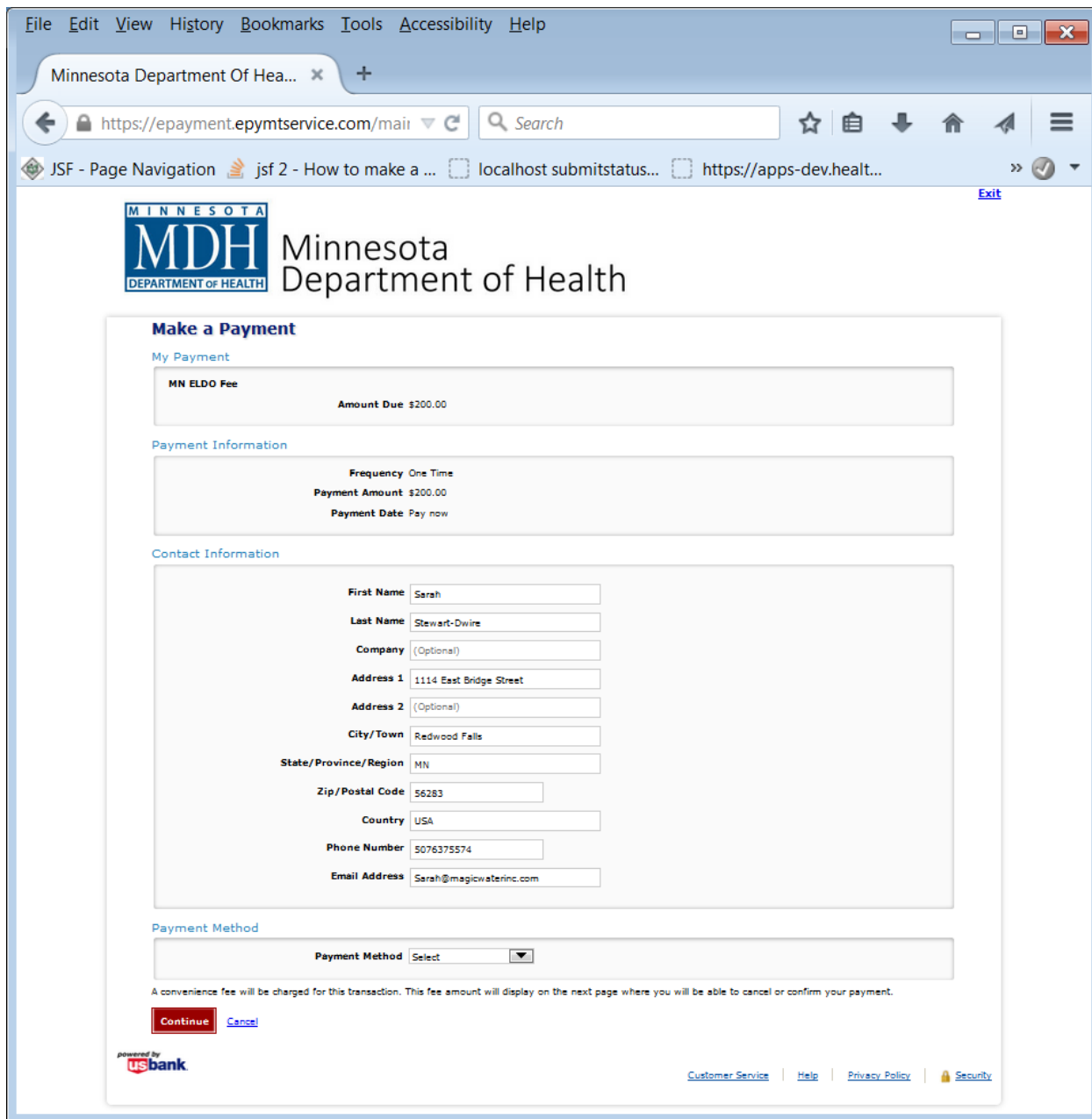



Figure 3: Make a payment using 'E-Payment' button. Ensure the correct email address and information is entered and correct.

Enter Payment Method

Payment Method

Payment Method

Card Number 

Expiration Date

Card Security Code

Card Billing Address Use my contact information address
 Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Cancel](#)

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

Payment Method

Payment Method

Sample Check 1215
123 Main St.
Anytown, MO 12345 DATE: _____
PAY TO THE ORDER OF _____ \$ _____
_____ DOLLARS
MEMO: _____
⑆ 123456789 ⑆ 055 11111111 ⑆ 001215 ⑆
Bank Routing Number Bank Account Number Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number **You have entered an invalid Bank Routing Number.**

Bank Account Number **Required Field**

Re-enter Bank Account Number **Required Field**

Bank Account Type Checking Savings
 This is a business account

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Cancel](#)

Figure 5: Payment Method, Checking or Savings Account

Review Payment, Fees and Contact Information



Minnesota Department of Health

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to

Payment Details

Description	Minnesota Department of Health-Laboratory Licensing MN ELDO Fee http://www.health.state.mn.us/accreditation
Payment Amount	\$250.00
Convenience Fee	\$6.23
Total Amount	\$256.23
Payment Date	01/05/2016

Payment Method

Figure 6: Review the additional fees and the total fees, if applicable to your payment type.

ELECTRONIC PAYMENTS IN ELDO

Bank Name TCF NATIONAL BANK
Bank Account Number *4657
Bank Account Type Checking
Bank Account Category Business
Confirmation Email janice.stanger@state.mn.us

Contact Information

First Name Lynne
Last Name Pelkey
Address 1 315 Chestnut Street
City/Town Virginia
State/Province/Region MN
Zip/Postal Code 55792
Country USA
Phone Number 2187356704
Email Address janice.stanger@state.mn.us

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

I accept the Terms and Conditions

[Confirm](#) [Back](#)

Figure 7: The Review Payment screen now displays the convenience fee, if any.

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

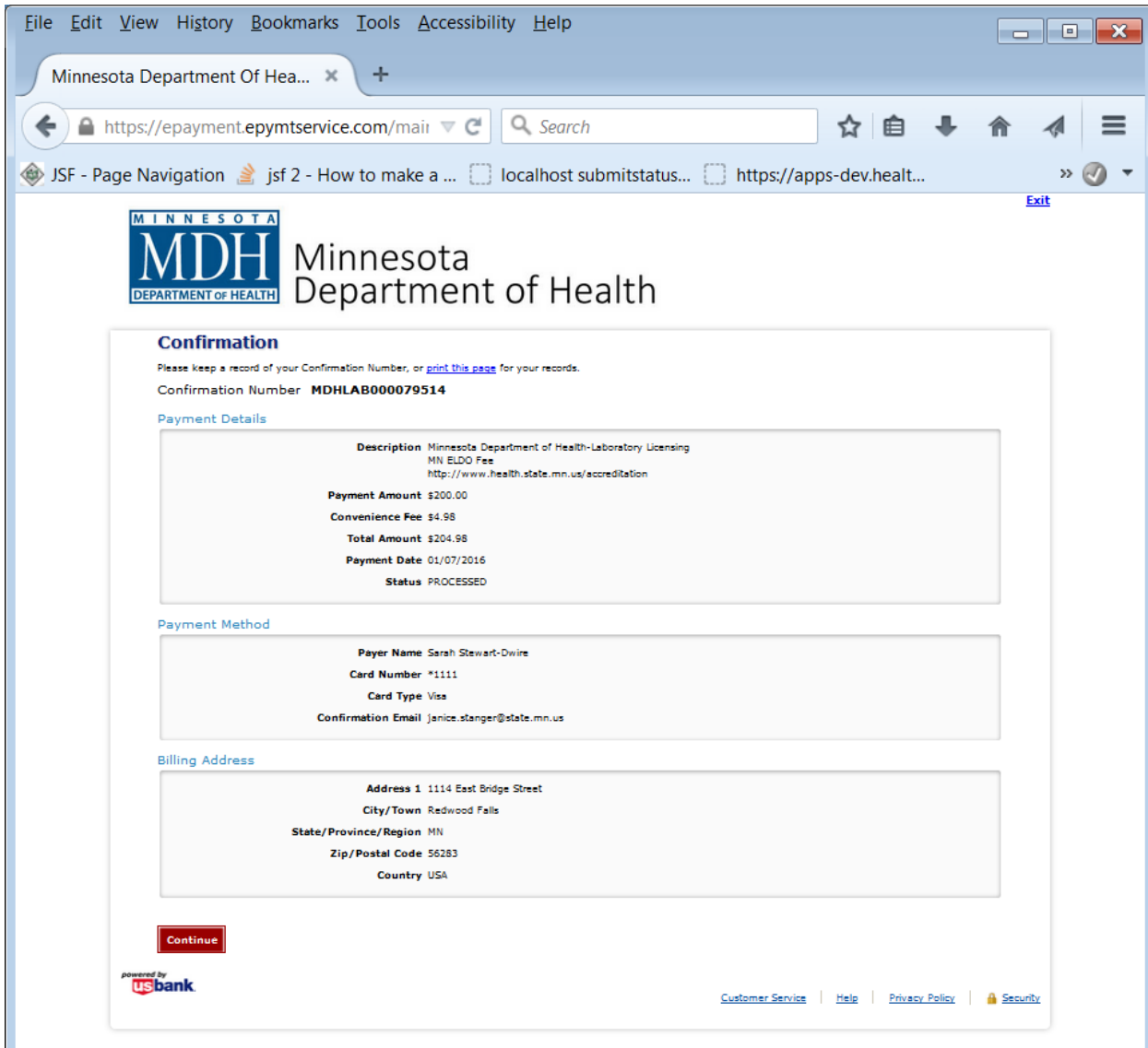


Figure 8: US Bank Confirmation page and Confirmation Number

Step 2: ELDO Confirmation of Payment

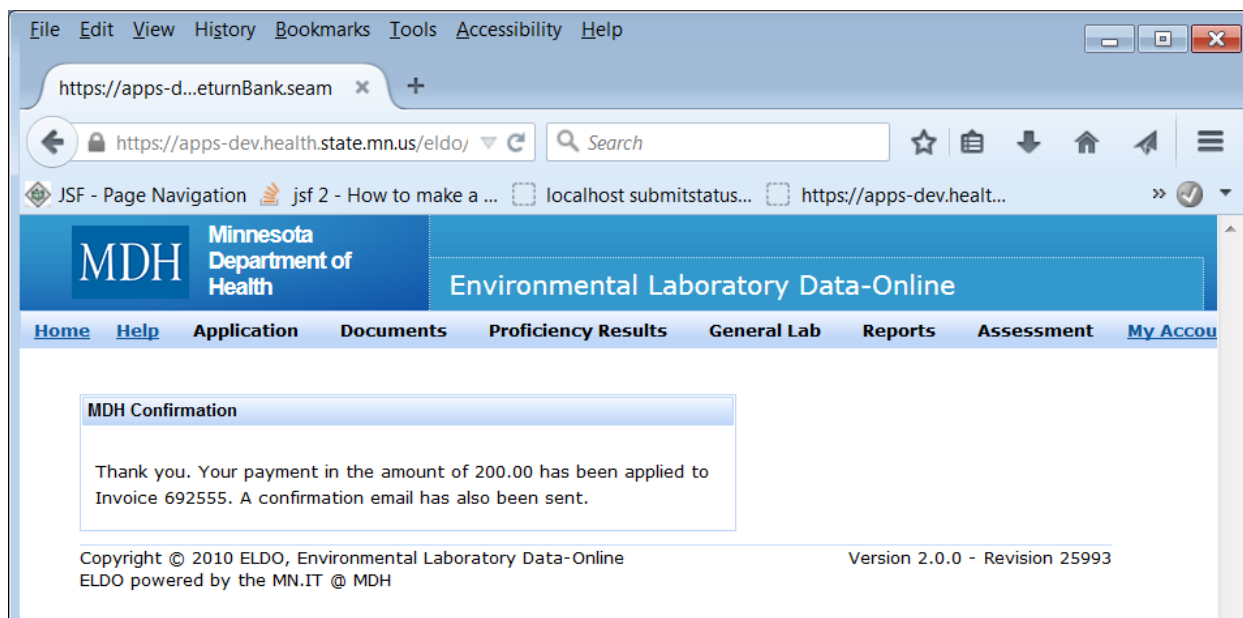


Figure 9: ELDO's Payment Confirmation page

Minnesota Department of Health
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To obtain this information in a different format, call: 651-201-5324. Printed on recycled paper.