1) Go to http://dtr.cleanairactionplan.org
2) Enter your eModal username and password
3) Click on the Log In button
4) Select *DTR Summary*
5) Select **Pay All Fees** and click on the **Pay Fees** button at the bottom of the page to get a complete list of trucks
6) Select individual trucks to pay for one or both ports or click on **Select All** to pay all trucks for one or both ports

7) Click on the **Submit** button at the bottom of the page
Paying by Credit Card
8) Select payment type (Credit Card or TeleCheck)
9) Click on the **Submit** button
10) Review the trucks you are about to pay
11) Enter your credit card information (all fields with * must be completed)
12) Click on the **Submit** button
13) Review the order details and select *I Agree*

14) Click on the **Submit** button to process payment
15) Review and print receipt (email confirmation will also be sent automatically)

16) Click on the **OK** button to finalize the transaction and return to the home page
Paying by TeleCheck
17) Select payment type (Credit Card or TeleCheck)

18) Click on the **Submit** button
19) Select **Personal** or **Company**

20) Enter the check# **EXACTLY** as it appears *on the bottom of the check* (this is the first set of numbers on a business check; the last set of numbers on a personal check)
21) Complete all other fields
22) Click on the **Submit** button
23) Review and print receipt (email confirmation will also be sent automatically)

24) Click on the **OK** button to finalize the transaction and return to the home page