

EFT ONLINE PORTAL – LICENSING AND CERTIFICATION DIVISION PAYMENT STEP-BY-STEP INSTRUCTIONS

The Licensing and Certification Division (LCD) accepts online payments using electronic money transfers processed through an Automated Clearing House (ACH) network. Use the steps below to submit your fees through the EFT Online Portal correctly and ensure your payment is applied to the correct program.

Who should use this payment option:

- » Substance Use Disorder (SUD) Programs: SUD Licensed Residential Facility or SUD Outpatient Facility.
- » Driving-Under-the-Influence (DUI) Programs: Initial Application or Quarterly Enrollment.
- » Narcotic Treatment Program (NTP).
- » Mental Health Licensing Programs: Psychiatric Health Facility (PHF), Mental Health Rehabilitation Center (MHRC), Psychiatric Residential Treatment Facility (PRTF).
- » Lanterman-Petris-Short (LPS) Act: Data and Reporting Oversight.

Payments submitted before 3:00 p.m. Pacific Time (PT) are settled on the next banking day.

Step-by-step Instructions

1) Access the LCD EFT Online Portal

- » Open: <https://www.govone.com/PAYCAL/DHCS/Account/SubAgencies>
- » **Select Licensing and Certification Division (LCD).**
 - *Do not select "Provider Enrollment Application Fee" or "Third Party Liability and Recovery (TPLRD)".*

2) Enter Your License or Certification Number

- » Go to: <https://www.govone.com/PAYCAL/DHCSLC/OneTimePay>
- » Enter your License or Certification Number.
- » New applicants:
 - Enter the first 15 characters of the service address.
 - Remove any special characters (e.g., !, #, &).

3) Select the Correct Program-Specific Payment Link

- » **SUD:**
 - SUD Licensed Residential Facility
 - SUD Outpatient Facility
- » **DUI:**
 - Driving-Under-the-Influence Program (DUI) (Initial Application or Quarterly Enrollment)
- » **NTP:**
 - Narcotic Treatment Program (NTP)
- » **Mental Health Licensing:**
 - Psychiatric Health Facility (PHF)
 - Mental Health Rehabilitation Center (MHRC)
 - Psychiatric Residential Treatment Facility (PRTF)

4) Enter Payment information

- » Provide:
 - Service address
 - Fee type
 - License/Certification Number
 - Payment amount
 - Debit date
- » NTP only: include the invoice number.
- » If submitting multiple payments, select + Add Row.

5) Enter Contact Information

- » Provide:
 - Provider name
 - Service address (city, state, country)
 - Payer mobile phone number
 - Payer email address (enter and confirm).
- » Optional:
 - Select Payment Notifications to receive an email confirming your submission.

6) Enter Payment Method

- » Enter:
 - Account holder name
 - Account type
 - Account number (enter twice)
 - Routing number.

7) Confirm Payment

- » Carefully review all information entered.
- » If corrections are needed, select **Edit Payment**.
- » When everything is correct, select Submit Payment.

8) Payment Complete

- » Once the “Payment Complete” screen appears, save or screenshot the payment confirmation number.
- » Provide the confirmation number to LCD staff if requested.

Troubleshooting & Common Errors

- » Selected the wrong portal (Provider Enrollment or TPLRD):
Return to the California Department of Health Care Services EFT Menu – Sub-Agencies [webpage](#) and **select Licensing and Certification Division (LCD)**.
- » LCD cannot locate your confirmation number:
Verify the payment portal used and send the confirmation details.
- » Incorrect fee amount displayed:
Ensure you selected the correct program-specific payment link for your program type.

Quick Links

- » LCD EFT Online Portal (Sub-Agencies):
<https://www.govone.com/PAYCAL/DHCS/Account/SubAgencies>
- » Enter License/Certification Number:
<https://www.govone.com/PAYCAL/DHCSLC/OneTimePay>

Contact LCD

- » Phone: (916) 322-2911
- » Email (questions): LCDQuestions@dhcs.ca.gov