



NM-OPS New Credit Card Processor Coming Soon!

NM-OPS will be switching credit card processors from LexisNexis to PayIt effective 05.18.2026.

Once PayIt is implemented, customers will still have the option to pay for permits at the end of the permit application or they can purchase up to 15 permits from the Shopping Cart at one time. Please see below for detailed instructions for processing Credit Card payments with PayIt.

To Pay for Permits

1. Begin a permit application as you always have. This process has not changed.

*At the end of the application process, the **Order Permits** screen will be displayed. Users have the option of paying for the permit now, or sending the permit to the Shopping Cart. Both options will follow the same process.*

2. If paying now from the end of the permit application, click the **Pay for Permits Now** link. If paying from the Shopping Cart, click the **Pay Now** button while in the Shopping Cart.

*The **Pay for permits** screen will be displayed.*

3. Click the **Pay For Verified Permits** button.

*The **Payment Information for Permit ID: XXXXXX** screen will be displayed.*

4. Make a selection from the **Select Payment Method** dropdown list.

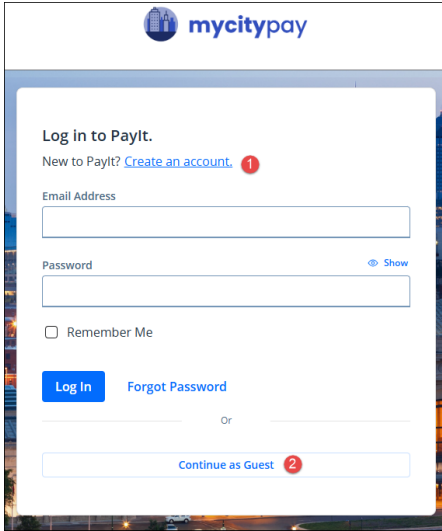
Note: Customers only have the option to pay for permits using a credit card.

5. Enter an email address in the **Payment Receipt Email Address** field. This is the email address that the payment receipt will be sent to from PayIt.

6. Click the **Submit** button.

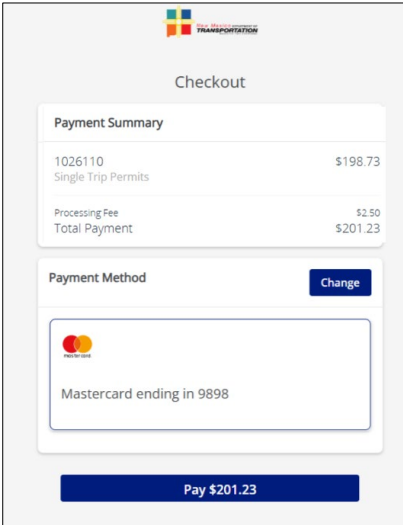
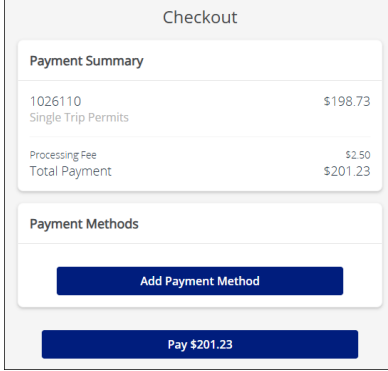
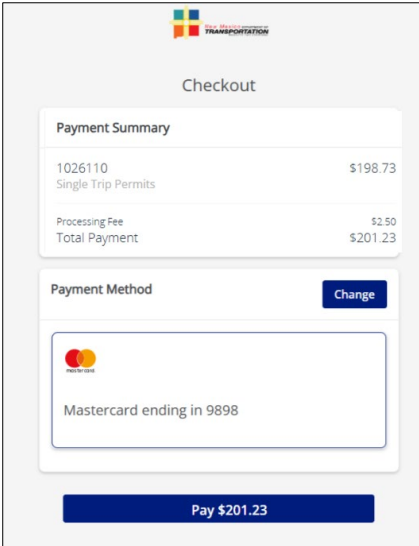
You will be redirected to the PayIt site.

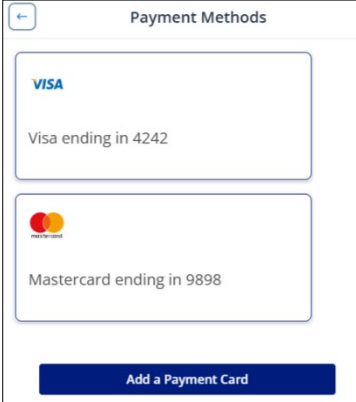
Users have the option to create a new PayIt account or to continue on the PayIt website as a guest. Creating a PayIt account will make processing payments quicker in the future.



To Create a New PayIt Account	To Continue as a Guest Without Creating an Account
<ul style="list-style-type: none"> Click the Create an account link. <i>The Create an account screen will be displayed.</i> Enter the desired information in the Email Address, Password, and Confirm Password fields. Click the Create Account button. <i>The Email Verification is required screen will be displayed.</i> <div data-bbox="159 1066 521 1413" data-label="Image"> </div> <ul style="list-style-type: none"> Check your email for a message from PayIt. <div data-bbox="159 1465 540 1549" data-label="Image"> </div> <ul style="list-style-type: none"> Copy the verification code from the email. Return to the PayIt screen and paste or enter the code into the Verification Code fields. <p>Note: If the code does not work, click the Resend Code button to receive a new code.</p> <ul style="list-style-type: none"> Once the code is entered, click the Verify & Sign In button. 	<ul style="list-style-type: none"> Click the Continue as Guest button.

The **Checkout** screen will be displayed.

To continue with a PayIt account	To continue as a guest
<ul style="list-style-type: none"> If you have an account and have saved a credit card, that credit card information will be displayed. To continue with that credit card, click the Pay button. 	<ul style="list-style-type: none"> If you have not created an account and wish to continue as a guest, click the Add Payment Method button to add a payment method. 
<ul style="list-style-type: none"> If you have an account and have saved a credit card, that credit card information will be displayed. To select a different saved credit card or to add a new credit card, click the Change button. 	<p><i>The Payment Methods screen will be displayed.</i></p> <ul style="list-style-type: none"> Click the Add a Payment Card button. <p><i>The Add Payment Card screen will be displayed.</i></p> <ul style="list-style-type: none"> Complete all fields. Click the Add Card button. <p>Note: This is for this transaction only. It is not saving your credit card information to PayIt for future transactions.</p> <p><i>The Checkout screen will be displayed.</i></p> <ul style="list-style-type: none"> Click the Pay button.

To continue with a PayIt account	To continue as a guest
<p>The Payment Methods screen will be displayed.</p> <ul style="list-style-type: none"> To select a different saved credit card, click the field for that saved credit card. To add another credit card, click the Add a Payment Card button and complete the required fields. 	
<ul style="list-style-type: none"> Once you have confirmed the payment information that you intend to use, click the Pay button. 	<p>The payment will process. You will be redirected back to the NM-OPS Permitting System if the payment was successful.</p>
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