Step 1: Navigate to https://sfsd.mt.gov/LGSB/LGSPortal/ and click on the 'Local Government Services Bureau Portal' link.
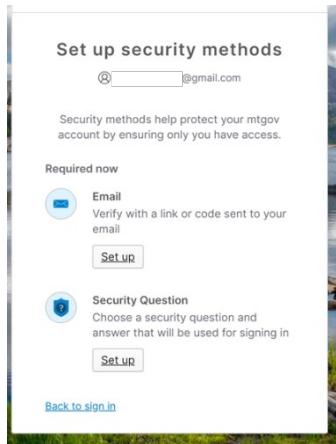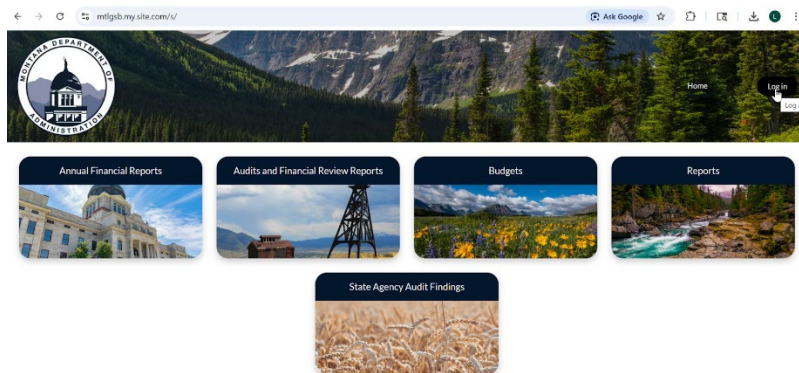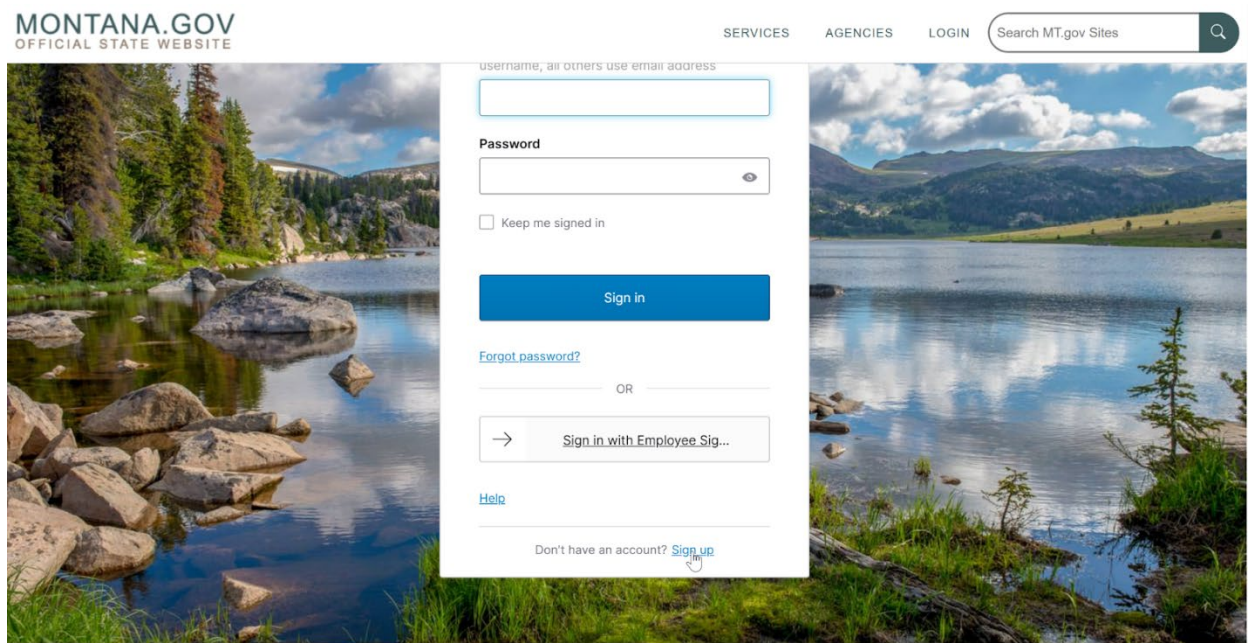


Step 2: Then click the logon link located in the top right corner of the page.

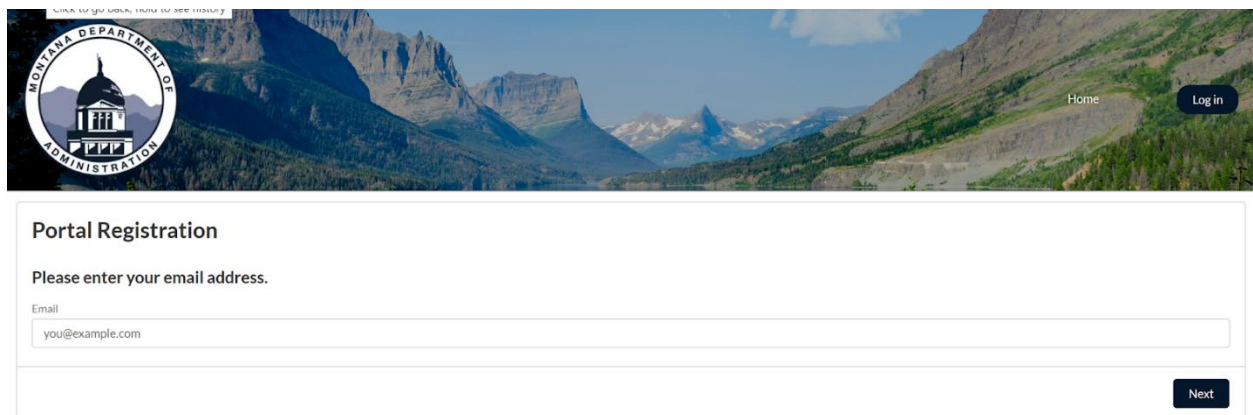Step 3: Scroll down to the very bottom of the page and click the 'Sign up' link.
The email address you register with will be the email used for all notification emails and verification.
**\*Keep in mind that your email with okta will be case sensitive. Avoid using any capital letters in your email address when signing up.**



Step 4: After signing up with an email and password you will receive a verification code and need to setup a security question and answer.



step 5. Complete the Portal Registration process for your access to the LGS Portal. **(Make sure you type your email address exactly as you did in step 3)**

**Portal Registration**

**Are you an employee of a Local Government Entity or an Audit Firm?**
*Portal Registration is only for Local Government Employees and Audit Firm Employees*

*Entity Type
| Local Government Entity |

*Relationship to Entity
| Entity Payment Processor |

Select the entity type Local Government Entity and Entity Payment Processor for the relationship to entity.

**\*This relationship type only has access to make payments for the entity.**

**Portal Registration**

Please enter your name and then select one or more entities you wish access to.

*First Name
| First |

*Last Name
| Last |

*Phone Number
| 406-555-5555 |

**Entities**
2 of 2 items • 0 items selected

🔍 unassigned demo test

| | Name | | Type |
|---|---|---|---|
| ☐ | Unassigned Demo Test | | Local Government Entity |
| ☐ | Unassigned Demo Test 2 | | Local Government Entity |

Step 6 – Enter your first and last name a phone number to best contact you at. Then select the entity or entities you will be making payments for and click next.

Screen    Flow Canvas

**Portal Registration**

**Your Registration is currently pending. You will receive an email when your registration has been approved.**

The Department of Administration Local Government Entity Portal provides Montana's local governments and independent auditors an efficient way to submit financial reports and associated documents to the Local Government Services Bureau (LGSB).

Please go to http://sfsd.mt.gov/LGSB/LGSPortal for a selection of resources to help you upload and submit documents.

*If you have any questions or need assistance, please contact the Local Government Services Bureau LGSPortalRegistration@mt.gov.*

Congratulations, you have now successfully registered with Okta and LGS Portal. You will receive a portal registration verification email when your request has been processed and is ready for you to sign in. When your portal registration is complete you can repeat steps 1 and 2 and use your email and the password you created to sign in.

LGS Fee Payment instructions:
Go to https://sfsd.mt.gov/LGSB/LGSPortal/

Click the 'Local Government Services Bureau Portal' link and sign in.

Users registered as 'LGE Community Payer User' will only see a pay fees option. LGE Community Plus users have access to reports and the 'pay fee(s)' option.
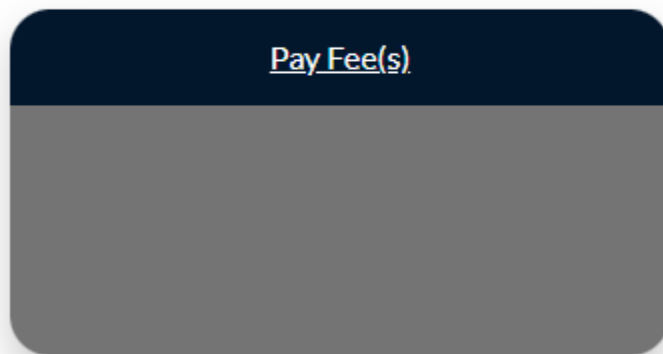
Pay Fee(s)

Click pay fee's.

* Type of Payment
(•) Credit Card
( ) ACH

**It is recommended fees are paid from the **oldest fee to the newest fee.****

1 of 1 item • 1 item selected

| | Fee Type | | Item ID | |
|---|---|---|---|---|
| (•) | Late Report Fee | | FY2024-11/25-4774 | |

The top of the page will display which entity you are paying fees for.

Select the Type of payment

The Fee(s) will be listed. Select the fee or fee(s) you would like to pay and then click 'next'.

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You will be prompted with a warning about proceeding. Read the notification and check the box, then click 'Continue to Payment Window'.

**\*\*\* TWO windows will be open at this time.** The Fee Page and Montana Online Payment Portal.

**Do not close the Fee Page (payment in progress window) until it specifically states that 'You may now close this window.'**

The image below is the payment in progress window and should not be closed.

# Continue in the Montana Online Payment Portal

## Payment Summary

| Item | Quantity | Item Cost | Item Total |
|------|----------|-----------|------------|
| Late Report Fee | 1 | $300.00 | $300.00 |
| | | Surcharge ⓘ | $17.50 |
| | | Total | $317.50 |

## Details

### Billing Information

**First Name**

Firstname

**Last Name**

LastName

**Address**

**Address Line Two**

**City**

**Country**

United States ▼

**State**

Montana ▼

**Postal Code**

**Phone**

**Email Address**

**Company**

**Fax**

Cancel   Next

Enter the required billing Information details on the 'Payment Summary' page and click next.

**Payment Summary**

| Item | Quantity | Item Cost | Item Total |
|------|----------|-----------|------------|
| Late Report Fee | 1 | $300.00 | $300.00 |
| | | Surcharge ⓘ | $17.50 |
| | | Total | $317.50 |

**Payment Information**

Card Number *

5555555555555555

Expiration Date *                          Security Code *

5555                                        555

This can be found on the back of your card

**User Agreement**

By entering your credit card and/or checking account information you (1) state that **you are an authorized user** of the credit card and/or electronic check and that the associated information entered (e.g., account holder name, account number, billing address) is accurate, (2) **you authorize the payment processor to charge the amount you have requested** to your credit card and/or funding account, (3) **if this is a recurring payment, you authorize the payment processor to charge the amount you have requested** in accordance with the recurring payment schedule, (4) **acknowledge if a charge is declined or reversed you may also be assessed a customary charge** by the payment processor for such transactions.

Accept Agreement * ☐

Back   Cancel   Submit Payment

Enter the payment information, check the 'Accept Agreement' box and click submit payment.

# Department of Administration

## Test Receipt
12/10/25 09:46 AM MST

**Transaction Id :** 11460660600                                         **Payment Type :** Credit/Debit Card

| Description | Price | Quantity | Amount |
|---|---|---|---|
| **Late Report Fee** | $300.00 | 1 | $300.00 |
| Late Report Fee : 300 | | | |
| Surcharge * | | | $17.50 |
| **TOTAL** | | | **$317.50** |

**Billing Information**
Firstname LastName

\* When making a payment, please be aware of the following fees:
   1. **Online Payment Fee** – A 5% fee is applied to all online payments (credit card or ACH). This fee helps cover the cost of maintaining the state's online payment system.
      - Minimum charge: $0.50
      - Maximum charge: $10.00
   2. **Credit Card Processing Fee** – An additional 2.5% fee applies only to credit card payments. This covers fees charged by credit card networks.
💡 Tip: To avoid the extra 2.5% fee, we recommend paying by ACH (bank transfer) when possible.

Thank you for your payment.

**Department of Administration**
**Local Government Services**

Print    Email Receipt    Done

You will be directed to a Receipt for the charge where you can print and email the receipt for record keeping.
After a successful payment transaction the Fee Page may continue to process for a moment until the transaction completes.
It will then thank you for your payment and you can now close both browser tabs.

Thank you for your payment!

You may now close this window.