

Jan 1, 2023

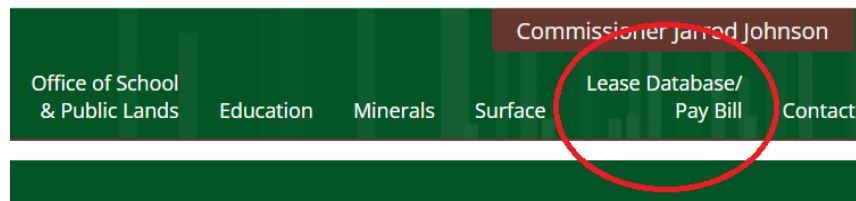
You can now pay your School & Public Land Lease online!

Lessees, you have the option to pay your rent bill online with a Credit Card or ACH e-check.

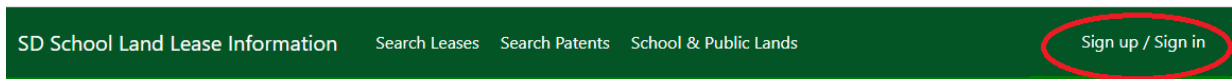
Please go to our website located at this address:

<https://sdpubliclands.sd.gov/>

1. Click the link in the upper righthand corner of our homepage that reads "Lease Database/Pay Bill" – see below



2. After clicking the link above, you will be directed to our SD School Land Lease Information Page. In the upper righthand corner there is a Sign up / Sign In link, please click that link to sign in or create in account:



Search Surface Leases

Counties: Lessee Name: Lease Type:

Sections: Townships: Ranges:

Lease Nbr:

Lease	Type	County	Section	Township	Range	Tract	Acres	Part of Section	Expires	Lessee
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Search Mineral Leases

Counties: Lessee Name: Lease Type:

Sections: Townships: Ranges:

Lease Nbr:

Lease	Type	Status	County	Section	Township	Range	ADR Amt	Bonus Amt	Acres	Part of Section	Well Status	Lessee	Lease Date	Expiration
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* To be able to pay your bill online, the email address you use to sign in must match the email address on file with the Office of School and Public Lands. If you do not have an email address on file with our office, you will not be able to use the online bill pay option.

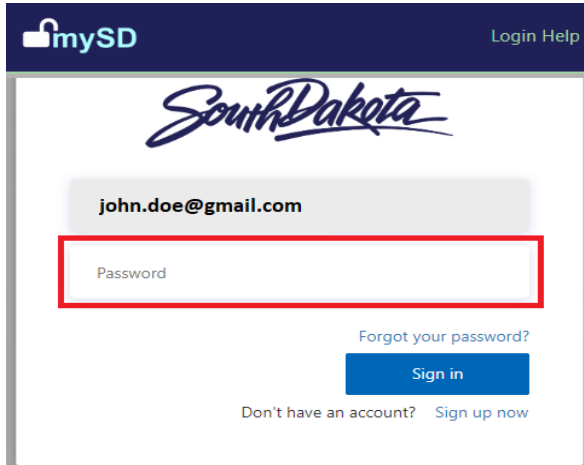
If you would like to update the email information we have on file for you, please call 605-773-3303 to update your contact information with our office.

After you have clicked the Sign up/Sign in box in the upper right-hand corner of the S&PL website, you will be directed to an account sign-in with mySD

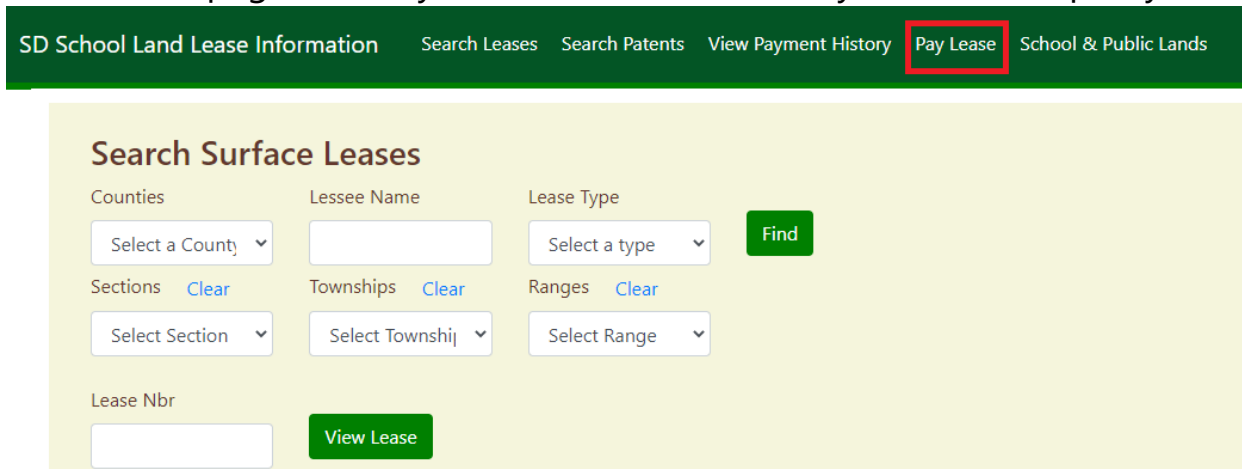
3. Enter your email address in the box and click Continue:

The screenshot shows the mySD login interface. At the top left is the mySD logo, and at the top right is a link for "Login Help". The main heading is the "South Dakota" logo in a script font. Below this, there are three paragraphs of text: "If you already have a mySD account, you can use your existing account info to log in.", "Don't have an account? A mySD account will let you access State of South Dakota services using a single username and password.", and "If you have trouble logging in, visit the mySD and Citizen Portal Login Help page or call 605-773-3011 for assistance." At the bottom, there is a red-bordered box containing a text input field with the placeholder "Enter email address to login" and a blue "Continue" button below it.

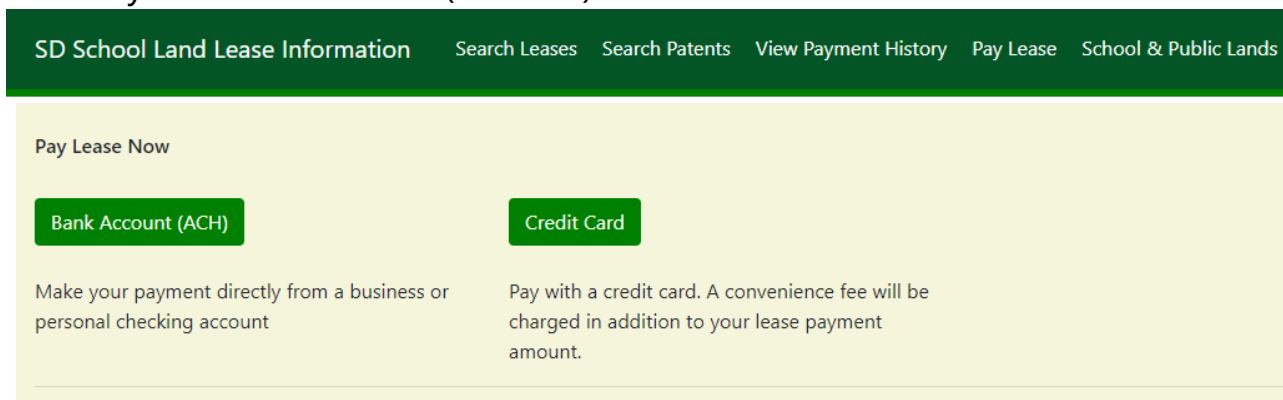
4. Enter your password and click the Sign in box below:



5. After successfully signing in, you will be redirected back to the School & Public Lands homepage, where you will have a link to "Pay Lease" on top of your screen:



6. You will be directed to S&PL's Pay Lease Now where you can pay your lease with either your bank account (e-check) or a credit card.



Please click the payment type that you would like to use

7. To pay with Bank Account ACH Payment

SD School Land Lease Information Search Leases Search Patents View Payment History Pay Lease School & Public Lands

Pay Lease - Bank Account

When you authorize payment from your checking account an administrative fee of \$2.45 is charged **in addition to** your total lease payments to help offset the costs of accepting online payments.

Lease	Year	Amount	Lessee	Select to pay
20190007	2022	1.00	S&PL TEST	<input checked="" type="checkbox"/>
20190007	2023	1.00	S&PL TEST	<input checked="" type="checkbox"/>

Date: 12/19/2022
Amount: 4.45

I authorize State of South Dakota Office of School and Public Lands to use the information above to initiate an electronic funds transfer from my account or to process the payment as a check transaction or bank draft drawn from my account for the amount of 4.45. If my payment is returned due to insufficient funds, I authorize State of South Dakota Office of School and Public Lands to make a one-time electronic funds transfer or to use a bank draft drawn from my account to collect a fee as allowed by state law.


[Cancel](#)

Check the boxes of the leases you would like to pay and click the Submit button at the bottom of the screen, then click the Submit Payment Button

South Dakota Public Schools & Land Lease Payment

Payment Section

Amount	4.45 USD
Invoice Number	SDPLATS-20190007-3391

 Secure Payment

To pay using an ACH or e-Check from your bank account, you will need your Bank Accounting Routing Number, and Account Number. In addition to your lease payment due, there is a \$2.75 administrative fee for using e-Check payment method. Enter your Bank Routing Number and Bank Account Number as shown below:

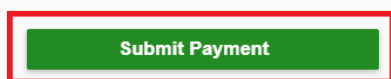
Payment Section	
Amount	4.45 USD
Invoice Number	SDPLATS-20190007-3391

Payment		
CHECK		
<table border="0"> <tr> <td>Bank Routing Number * 14910000</td> <td>Bank Account Number * 99999999</td> </tr> </table>	Bank Routing Number * 14910000	Bank Account Number * 99999999
Bank Routing Number * 14910000	Bank Account Number * 99999999	
<p>Bank Account Type <input checked="" type="radio"/> Personal <input type="radio"/> Business</p> <p>By Clicking the "I Agree" box below, you authorize SD SCHOOLAND PUBLIC LANDS ECS to use information from your check to initiate a one-time fund transfer from your account or to process the payment as a check transaction or bank drawn draft from your account for the amount of \$4.45. If your payment is returned due to insufficient funds, you authorize us to make a one-time electronic funds transfer or to use a bank draft drawn from your account to collect a fee as allowed by state law.</p> <p><input checked="" type="checkbox"/> I Agree</p>		

You will also need to enter your contact information to complete payment

Billing Address			
Company			
<table border="0"> <tr> <td>First Name * John</td> <td>Last name * Doe</td> </tr> </table>	First Name * John	Last name * Doe	
First Name * John	Last name * Doe		
Address1 * 123 Main St			
Address2			
<table border="0"> <tr> <td>City * Pierre</td> <td>State/Province * SD</td> <td>Postal Code * 57501</td> </tr> </table>	City * Pierre	State/Province * SD	Postal Code * 57501
City * Pierre	State/Province * SD	Postal Code * 57501	
Country United States			
Email Address john.doe@gmail.com			
Phone 6055555555			

Click the Submit Payment button after entering your bank account and personal contact information. If everything is correct, you will receive a confirmation of payment received.



8. To pay with Credit Card

Select Lease(s) to pay with Credit Card

When you pay online with a credit card, an administrative fee of 2.45% is charged **in addition to** your total lease payments to help offset the costs of accepting online payments. Visa, MasterCard, Discover and American Express cards are accepted.

Lease	Year	Amount	Lessee	Select to pay
20190007	2022	1.00	S&PL TEST	<input checked="" type="checkbox"/>
20190007	2023	1.00	S&PL TEST	<input checked="" type="checkbox"/>

Amount

2.00

Cancel

Submit

Check the boxes of the leases you would like to pay and click the Submit button at the bottom of the screen, then click the Submit Payment Button

Service Fee separately charged by Elavon and is non-refundable. If you do not want to pay this fee, click **Cancel Payment** and pay by alternative means.

South Dakota Public Schools & Land Lease Payment

Payment Section

This payment will be processed as two separate payments (for Amount and Service Fee)

Amount	2.00 USD
Service Fee (2.45%)	0.05 USD
Total of all charges and fees	2.05 USD

Service fee is non-refundable.

Invoice Number

SDPLATS-20190007-3391

Submit Payment



To pay using a credit card, you will need your account number, expiration date, and CVV on the back of the card. In addition to your lease payment due, there is a 2.45% administrative fee for using credit card payment method. Enter your credit card information as shown below:

Payment Section

Amount	2.00 USD
Service Fee (2.45%)	0.05 USD
Total of all charges and fees	2.05 USD
Invoice Number	SDPLATS-20190007-3391

Payment

PAYMENT CARD



Card Number *

1234 1234 1234 1234

[Change Card](#)

Card Number is invalid

Expiration Date(MMY) *

CVV2 *

999



You will also need to enter your contact information to complete payment

Billing Address

Company

First Name *

John

Last name *

Doe

Address1 *

123 Main St

Address2

City *

Pierre

State/Province *

SD

Postal Code *

57501

Country

United States

Email Address

john.doe@gmail.com

Phone

6055555555

Click the Submit Payment button after entering your credit card and personal contact information. If everything is correct, you will receive a confirmation of payment received.

[Submit Payment](#)

