



Mechanical Compliance Section

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Bulletin MCS 2503

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MCS Electronic Payment Processing and Service Fees

This bulletin is being issued for reference purposes, and to clarify any questions or concerns regarding the requirements for electronic payments, and the service fee requirements for the State of Nevada Mechanical Compliance Section.

Please note that when submitting a card payment, you agree to a service fee of 2.35% that will be collected by a third party to cover card transaction processing fees. You may cancel this transaction or use your bank account for payment. No fee will be assessed for payments made from your bank account.

Question 1: What services can I pay electronically via E-Bill?

Electronic payments may be made for Elevator Mechanic Licenses, Elevator Apprentice/Helper Licenses, Elevator Inspector Licenses, Elevator Fines, Boiler Fines, Elevator Permits, and Inspection Fees.

Question 2: How do I make electronic payments?

Electronic payment enrollment may be completed once an invoice is generated by MCS and received by the stakeholder. Once on the E-Bill portal, located at the following website www.e-billexpress.com/ebpp/NVDir/, please select the “Guest Payment” option and enter in your “Customer Number” and “Secondary Auth” located at the bottom of your invoice.

- This can be completed for a one-time payment per invoice.
- It is recommended by the Mechanical Compliance Section to create or “enroll” an E-Bill account so that you may be able to manage any invoices and payments made to E-Bill.

Question 3: What forms of electronic payment will be accepted?

Currently, the only forms of electronic payment that the State of Nevada Mechanical Compliance Section will allow are credit card and/or debit card transactions and Electronic Funds Transfer or "EFT" via your bank account.

Question 4: How long does it take once an invoice has generated before I can make an electronic payment?

Electronic payments can be submitted one to two business days after invoices are generated.

Question 5: How long does it take for my electronic payment to be processed?

Electronic payments are processed one to two business days after payment has been received.

Question 6: What is the service fee requirement?

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Should you have any questions regarding the requirements for electronic payments or the new fees, please contact the Mechanical Compliance Section at mcs@dir.nv.gov.