



MILK ACCOUNTING AND REGULATORY SYSTEM (MARS)

New Dealer Monthly Payment Instructions

PA MILK BOARD 2301 N CAMERON STREET; ROOM 108, HARRISBURG, PA 17110

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New Dealer Monthly Payment Instructions

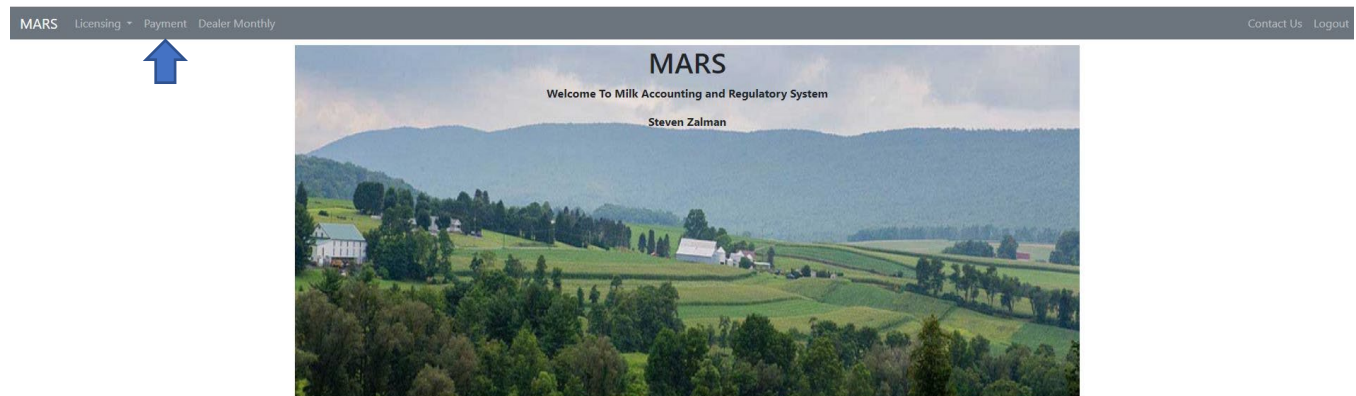
Location: MARS > Payment

Governed by PMMB Regulation 150.12 - Hundredweight fees. A milk Dealer that has not been licensed for an entire calendar year preceding the license application or renewal shall pay a monthly hundredweight fee. Monthly payments shall continue until the milk Dealer has been licensed for an entire calendar year and for each month thereafter until the next license year begins.

After Successful Login

1. The first thing you should see when you successfully login into MARS is the screen shown below.
2. Click “Payment” as shown by the blue arrow.

Figure 1: Dealer Main Menu



3. You will be directed to the Payments page which consists of sections to pay an Annual Fixed Fee, Hundredweight Fee, and Monthly Dealer Fees as shown below in Figure 2.

Dealer Payments Section

Figure 2: Dealer Payment Section

The screenshot shows the 'Make a Payment for: ZALMANS DAIRY SERVICE' interface. It includes a navigation bar with 'MARS', 'Licensing', 'Payment', and 'Dealer Monthly'. A 'Contact Us' and 'Logout' link is in the top right. A light blue box contains a note: 'Please note that payments for citations and/or fines cannot be made via the online portal. You must mail a check to the Milk Marketing Board. If there are any questions, please refer to your citation paperwork for contact information.' Below this, a heading reads 'Select the fees that you would like to pay, then click "Proceed to Payment."' There are two sections: 'Annual Fixed Fee' and 'Hundredweight Fee', each with a table containing a checkbox, a date range ('July 01, 2024 - June 30, 2025'), and an amount field set to '\$ 0.00'. The 'Monthly Dealer Fees' section has a table with columns 'For Month/Year', 'Amount', and 'Calculation Sheet', and an 'Add' button. A note below the table says 'Click the "Add" button to add a new Monthly Dealer Fee.' At the bottom, a 'Total Payment' field shows '\$ 0.00' and a green 'Proceed To Payment' button.

Annual Fixed Fee

Hundredweight Fee

Monthly Dealer Fees

A. Annual Fixed Fee

The Annual Fixed Fee is normally paid when a license application is submitted. This is an alternative area where the fee can be paid.

B. Hundredweight Fee

The Hundredweight Fee is normally paid when a renewal license application is submitted. This is an alternative area where the fee can be paid.

C. Monthly Dealer Fees

This where a Dealer pays the Monthly Dealer Fees and submits the calculation sheet, as shown in Figure 3.

Figure 3: Monthly Dealer Fee section

This close-up screenshot shows the 'Monthly Dealer Fees' section. It features a table with three columns: 'For Month/Year', 'Amount', and 'Calculation Sheet'. An 'Add' button is located to the right of the table. Below the table, a note reads 'Click the "Add" button to add a new Monthly Dealer Fee.' At the bottom of the section, a 'Total Payment' field displays '\$ 0.00' and a green 'Proceed To Payment' button.

Entering Information in the Monthly Dealer Fees section

1. Click on the Add button shown by the blue arrow to create an area to enter the Month/Year, Amount, and attach the Calculation Sheet as shown in Figure 4 below.

Figure 4: Adding an area to submit Monthly Fee

For Month/Year	Amount	Calculation Sheet	Add
July 2024 <input type="calendar"/>	\$ 100.00	Choose File No file chosen	Delete

Total Payment \$ 100.00

2. Select the calendar icon shown by the red arrow in Figure 4 to select the Month and Year of the report you want to submit.
3. Enter the amount calculated on the Monthly Calculation Sheet.
4. Select "Choose File" to select the correct Monthly Fee Calculation Sheet for the month. If you are submitting for more than one month you may click the Add Button to create another line.
5. Once completed select the green "Proceed to Payment" Button to complete payment.
6. Reports are due on or before the 25th of each month for the previous month's activity.

The Monthly Calculation Sheet can be found here : <https://www.pa.gov/en/services/pmb/apply-for-or-renew-a-milk-dealer-license.html>

Submitting No Activity Reports

If you have no activity for the month, you are still required to submit a report. There are two ways to submit a No Activity Report.

1. Check the "No Activity Box" on the Monthly Calculation Sheet. Mail the Report to PA Milk Board, 2301 N Cameron Street, Room 108, Harrisburg, PA. 17110 Attn: Fatima Roberge.
2. Send an email to Fatima Roberge at froberge@pa.gov , specifying the month and year, indicating that you have no activity to report for the month.