ICF-IID FRANCHISE PERMIT FEE COVER LETTERS

1. Login to the MITS Secure Provider Portal. (Must have Administrator access, agents will be unable to view these letters.)

2. From your home screen, click on ‘Correspondence’.

3. Choose ‘ICF-IID Franchise Fee cover letter’ from the drop down. Leave the additional fields blank and click ‘Search’. A list of all letters for that provider ID will appear.
4. To open, click on the letter for the appropriate date.
5. Each Letter contains 3 pages. Below is an example of the Assessment. This is broken down by Quarter and includes the amount due, as well as the due date.
6. Page two is the Assessment Notice which indicates the franchise fee rate and summarizes the quarterly due dates. This notice also indicates the implications of late payment.

(Page three of the letter includes instructions for how and where to submit franchise payment fees.)