

PAY.GOV Procedures
For
USACE Learning Center Credit Card Holders

1. Access <https://www.Pay.gov>

2. Once you are on the *Pay.gov* home page shown below:

Under “*Find Public Forms*” and “*Search Public Forms*” type **USACE** in the box and press **Go**.

The screenshot shows the Pay.gov website in a Windows Internet Explorer browser window. The address bar shows the URL <https://www.pay.gov/paygov/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features the Pay.gov logo and the text "Provided by the US Department of the Treasury".

The main content area is divided into several sections:

- Home**: A section with an American flag icon and the heading "What is Pay.gov?". The text below states: "Pay.gov can be used to make secure electronic payments to Federal Government Agencies. Payments can be made directly from your bank account or by credit/debit card."
- How Do I Make a Payment?**: A section with a person's face icon and the text: "Find the Agency Form you need to fill out. Complete the required information and submit the Form. Enter payment information and Submit your payment."
- What Federal Agencies Can I Pay?**: A section with a classical building icon and the heading "Agency List".
- Should I Register?**: A section with a "Pay.gov REGISTER" icon and the text: "Will you use Pay.gov often? Do you want to save your Profile? Do you track your payments or set up recurring payments? [Click here to Register](#)".

On the left side, there is a navigation menu with the following items:

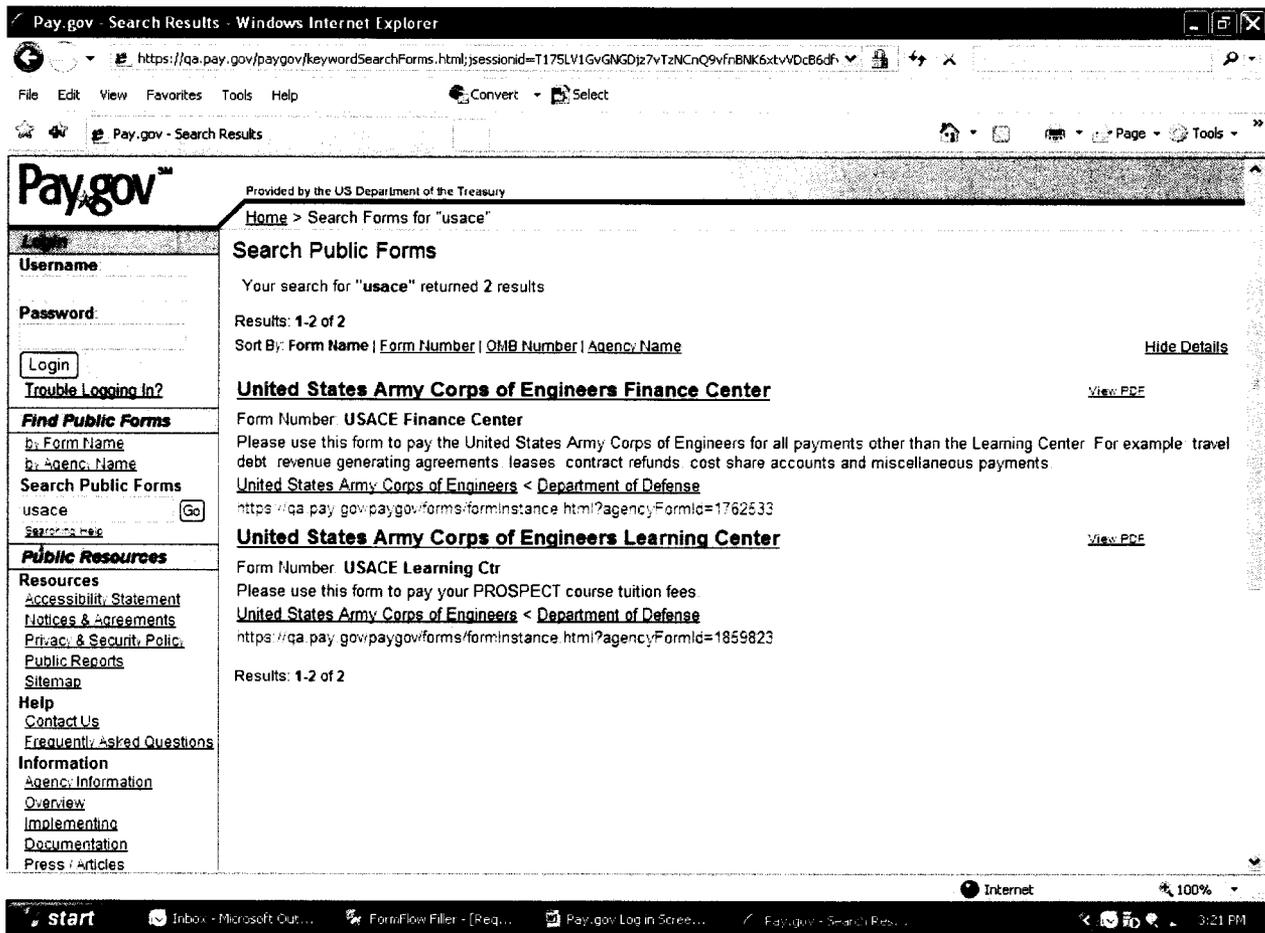
- Login**: Username, Password, Login button, and a link for "Trouble Logging In?".
- Find Public Forms**: Links for "by Form Name" and "by Agency Name".
- Search Public Forms**: A search box containing "usace" and a "Go" button.
- Public Resources**: A list of links including "Resources", "Accessibility Statement", "Notices & Agreements", "Privacy & Security Policy", "Public Reports", and "Sitemap".
- Help**: Links for "Contact Us", "Frequently Asked Questions", "Information", "Agency Information", "Overview", "Implementing", "Documentation", and "Press / Articles".

On the right side, there is a sidebar with the following sections:

- Information for Government Agencies**: A header for a section.
- Frequently Used Forms**: A section containing links for "SBA Payments" (Borrower and Lender Payments, Administrative Payments from Employees), "US Customs and Border Protection" (Pay Excise Taxes, apply for CDSOA Distribution), "US Courts" (Pay a violation notice received on Federal property), "Department of Justice" (D-OG/CDCS Accounts), and "All other Forms".

The bottom of the browser window shows the Windows taskbar with the Start button and several open applications: "Inbox - Microsoft Out...", "FormFlow Filler - [Req...", "Pay.gov Log in Scree...", and "Pay.gov - Home - Wi...". The system tray shows the time as 3:05 PM.

3. Once you are on the "Search Public Forms" page shown below:
 Select **United States Army Corps of Engineers Learning Center** Form and press **Go**.



4. Once you are on the "ULC Credit Card Payment Form" page shown below, complete the form in its entirety. (Note: If paying for more than one student, enter the name and tuition amount for each student in the additional boxes provided. Pay.gov automatically sums the Total Amount.) When you are finished, press **Submit Data** button.



SAMPLE

**US Army Corps of Engineers USACE Learning Center
PAYMENT BY CREDIT CARD**

**Please use this form to send credit card payments to the US Army Corps of Engineers for training bills and PROSPECT courses.*

***Required Field**

*Cardholder's Name:

*Cardholder's E-mail Address:

*ORG Name: *3-digit Code

District & Code List

(i.e. Little Rock District) (555) 501-5011 Extension:

Cardholder Phone Number: (555) 511-5111

Cardholder Fax Number:

Cardholder's Billing Address:

*Address 1:

Address 2:

*City:

*State: *Zip:

*Course Title:

*3-Digit Control Number: *Session Number:

*Class Dates: (mm/dd/yyyy) From: To:

*Student Name: *Tuition Amount:

Add more Students

Total Amount:

\$ 3080.00

(PLEASE ENSURE "THE TOTAL AMOUNT" DOES NOT EXCEED YOUR SINGLE PURCHASE LIMIT) NOTE: ANY SPACE NOT CANCELLED 60 DAYS PRIOR TO THE CLASS START DATE WILL BE CHARGED THE FULL TUITION AMOUNT.

Submit Data

Save

PDF Preview

5. Once you are on the "Step 1: Enter Payment Information" page shown below, fill in all required (*) boxes. Then press **Continue with Plastic Card Payment** button. (Note: If you need to make a correction to this page, you can select **Return To Your Form** button, make corrections and proceed forward.)

Windows Internet Explorer

w/paygov/forms/formInstance.html

ls Help Convert Select

Pay.gov - Online Payment

Step 1: Enter Payment Information

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Jane Doe *

Payment Amount: \$3,080.00

Billing Address: 100 Millionaire Drive *

Billing Address 2:

City: Vicksburg

State / Province: Mississippi - MS

Zip / Postal Code: 39183

Country: United States *

Card Type: Visa *

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Security Code: 125 * [Help finding your security code](#)

Expiration Date: 06 * / 2011 *

Course Title: Soil Structure Interaction

Course No: 113

Session No: 2010-01

Students: Jane Doe, , ,

More Students:

Org Code: MVK

Please forward a copy of your receipt to dll-ulc-registrar@usace.army.mil (type this NOTE: address in the cc: box).

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done Internet 100%

osort Out... Pay.gov - Online Pay... 11:05 AM

6. Once you are on the "Step 2: Authorize Payment" page shown below, type **dll-ulc-registrar@usace.army.mil** in the cc: box. Then review the form for accuracy, check the box authorizing payment and press the **Submit Payment** button.

Pay.gov - Online Payment - Windows Internet Explorer

https://qa.pay.gov/paygov/payments/enterPlasticCardPaymentInformation.html

File Edit View Favorites Tools Help Convert Select

Pay.gov - Online Payment Page Tools

Step 2: Authorize Payment 1 | 2 | 3

SAMPLE

Payment Summary Edit this information		
<p>Address Information</p> <p>Account Holder Name: Jane Doe 100 Millionaire Billing Address: Drive Billing Address 2: City: Vicksburg State / Province: MS Zip / Postal Code: 39183 Country: USA</p>	<p>Account Information</p> <p>Card Type: Visa Card Number: *****1111 Course Title: Soil Structure Interaction Course No: 113 Session No: 2010-01 Students: Jane Doe, . . . More Students: Org Code: MVK</p> <p>Please forward a copy of your receipt to dll-ulc-registrar@usace.army.mil (type this address in the NOTE: cc: box).</p>	<p>Payment Information</p> <p>Payment Amount: \$3,080.00 Transaction Date and Time: 05/19/2010 and 10:54 EDT</p>

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: jane.doe@anywhere.usa
Confirm Email Address: jane.doe@anywhere.usa

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Internet 100%

start | Inbox - Microsoft Out... | FormFlow Filler - [Req... | Pay.gov Log in Scree... | Pay.gov - Online Pay...

7. At the end of submitting your payment, you will see a confirmation screen indicating your payment was successful. This confirmation screen is your receipt and should be printed for your records. You will also receive a copy of this receipt in your email account.

8. If payment is declined, you will see a screen indicating your payment request could not be completed: the card has been declined; the transaction will not be processed. You must then contact your financial institution and correct the problem.

9. Once the problem is corrected, you must recharge your credit card payment once again until it is successfully approved in Pay.gov.

Windows Internet Explorer
iv/paygov/forms/formInstance.html

Help Convert Select

Pay.gov - Online Payment

Step 3: Confirm Payment

1 | 2 | 3

Thank you.
Your transaction has been successfully completed.

Pay.gov Tracking Information
Application Name: USACE Learning Center
Pay.gov Tracking ID: 3FOFFJ5R
Agency Tracking ID: 120006888636
Transaction Date and Time: 05/19/2010 10:56 EDT

Payment Summary

Address Information	Account Information	Payment Information
Account Holder Name: Jane Doe 100 Millionaire Billing Address: Drive Billing Address 2: City: Vicksburg State / Province: MS Zip / Postal Code: 39183 Country: USA	Card Type: Visa Card Number: *****1111 Course Title: Soil Structure Interaction Course No: 113 Session No: 2010-01 Students: Jane Doe, ... More Students: Org Code: MVK Please forward a copy of your receipt to dll-ulc-registrar@usace.army.mil (type this address in the NOTE: cc: box).	Payment Amount: \$3,080.00 Transaction Date and Time: 05/19/2010 and Time: 10:56 EDT

Internet 100%

Done

Microsoft Outlook Pay.gov - Online Pay... 11:05 AM

1. General Questions

What is Pay.gov?

Pay.gov is a web-based application allowing you to fill out and submit forms online as well as make online payments to government agencies by credit card.

What web browsers can I use to access Pay.gov?

Pay.gov may be accessed from any computer capable of accessing the Internet using a web browser. Windows users may use Internet Explorer 5.5 Service Pack 2 or higher, 6.0, and 7.0; Mozilla 1.4 and 1.75; or Firefox 1.5 or higher. Mac OS X users may use Safari 1.2 or higher. Other operating systems or browsers may be used to access Pay.gov, but such use is untested and unsupported at this time.

Is Pay.gov secure?

Yes. Pay.gov uses 128-bit SSL encryption to protect your transaction information.

2. Usage Questions

What is a form?

A form is an electronic version of a paper form allowing you to fill out and send on-line, along with payment, to a government agency.

What do I do if I cannot find the form I am supposed to fill out?

Contact the USACE Learning Center Registrar for information about the appropriate form for your needs or situation.

Can I use one form to make tuition payments for more than one student, or do I need to fill out a form for each one?

The "ULC Credit Card Payment Form" provides for paying for more than one student if you do not exceed your single purchase limit. If you do pay for more than one student, please double check each tuition amount.

What do I do if my internet connection died in the middle of my transaction?

If the problem occurred while submitting a form but before you entered your payment information, you can close your browser, get back in to Pay.gov and try again. If you submitted your payment information and then experienced a problem, contact Pay.gov Customer Service before making another payment attempt.

3. Payment Processing Questions

What is the payment processing schedule for Pay.gov?

The Pay.gov site is available 24 hours a day, 7 days a week (holidays included) for users to submit payments with the exception of a maintenance window every Sunday from 2:00 AM to 6:00 AM Eastern Time.

What are the accepted credit card types?

Pay.gov accepts Visa, MasterCard, American Express, and Discover.

How quickly is my credit card payment processed?

Credit card payments submitted by midnight Eastern Time will settle in your account the next business day.

How do I know my payment was successful?

After submitting your payment, you will see a confirmation screen indicating your payment was successful. This confirmation screen is your receipt and should be printed for your records. You will also receive a copy of this receipt in your email account if you provided an email address along with your credit card information.

How will the transaction appear on my bank or credit card statement?

Pay.gov transactions will usually appear with the description “**PAYMENT**” and text indicating which government agency you made the payment to, such as an abbreviated form of the agency name. If you are not sure what a particular payment is, contact the USACE Learning Center Registrar Office.

What do I do if I entered the wrong amount?

Contact the USACE Learning Center Registrar Office. Pay.gov Customer Service cannot issue refunds or initiate corrections to an incorrect payment.

How do I change or cancel a payment?

At this time you will not be able to change or cancel a payment.

What do I do if I am sure I did not authorize an electronic transaction?

First, review your records to make sure there are no missing transactions or Internet transactions that have not been recorded. The next step is to contact the USACE Learning Center Registrar Office.