

Electronic Payments using Pay.gov Instructions

1. Go to Pay.gov
2. Select "Sign In"
3. Enter your username and password
4. Select the RED "Sign In" button
5. Select "My Forms"
6. Select "Private" located at the right top of the page
7. Select "Continue" in the RED box
8. Select "Continue" again
9. Fill out the form on page 1
10. Select "Continue"
11. Continue filling out the form until the confirmation page displays.
12. Pay for the number of cards you are submitting.
13. Select "Submit" to send the payment
14. Print the confirmation page that follows