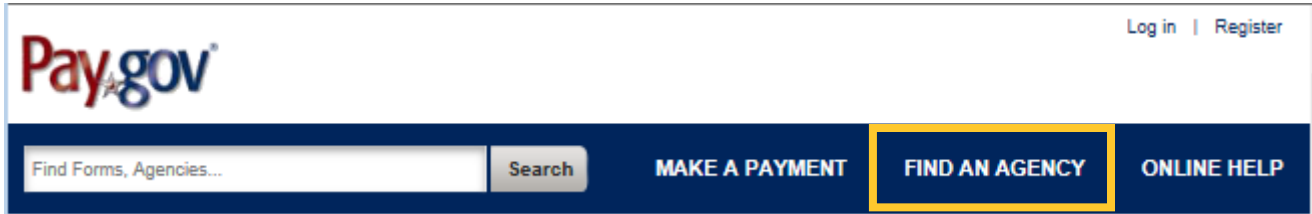## STEP ONE

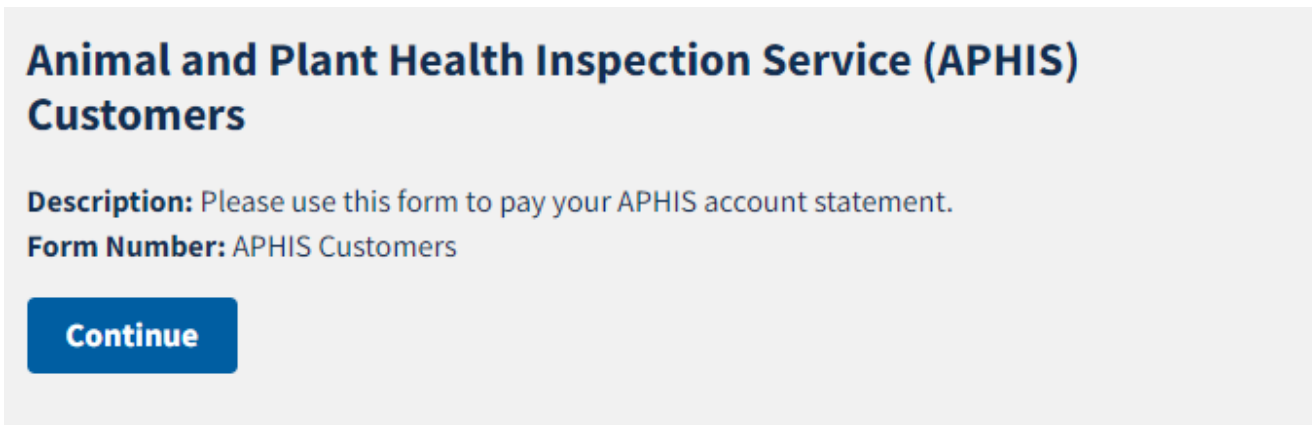Go to www.pay.gov

STEP TWO

Click on "FIND AN AGENCY"

STEP THREE

Click on "Agriculture (USDA): Animal and Plant HEalth Inspection Service (APHIS)

Agriculture (USDA): Animal and Plant Health Inspection Service (APHIS)

STEP FOUR

Under Animal and Plant Health Inspection Service (APHIS) Customers, click on "Continue"

Animal and Plant Health Inspection Service (APHIS) Customers

Description: Please use this form to pay your APHIS account statement.
Form Number: APHIS Customers

Continue

STEP FIVE

Click on "Continue to the Form"

Animal and Plant Health Inspection Service (APHIS) Customers

1	2	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation

About this form

Please use this form to pay your APHIS account statement.

Accepted Payment Methods:

- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card

Preview Form   Cancel   **Continue to the Form**

STEP SIX

Fill out the Required Fields (with asterisk).

At the bottom of the form, you will see a question for "Service Provided By", click on the Drop Down Box to get the menu and choose the Program for which you are paying, in this case "COD Payments".

In the field for "Email address", provide the Point of Contact's email address.

*Required Field

*Customer Name:

*Street Address:

Street Address 2:

*City:

*Country:

Zip/Postal Code:

Email Address:

*Point of Contact First Name:

Point of Contact Middle Initial:

*Point of Contact Last Name:

*Point of Contact Phone Number: Ext:

Please notate a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills

*Service Provided by:

STEP SEVEN

Enter your Payment/Short Hand Code Element(s) and Amount(s).

ShortHand Code (SHC) for Fiscal year 2022 (FY23) is: **23XXPQPH1424PQMSFMSFENSUSDA**

If this code is not entered correctly, the payment will not post into your account. This code changes every Fiscal Year (FY). A Federal (FY) starts on October 1 and ends on September 30. For example, Federal FY22 runs from October 1, 2021 through September 30, 2022 and FY23 begins on October 1, 2022 and runs through September 30, 2023. Please check with your contact to verify the current code.

Click on "Continue".

Please notate a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills

Service Provided by *

COD Payments

Count	ShortHand Code(SHC)/BOC *	Payment Amount (U.S. Dollars) *
#1		

+ Add Another

Total Amount Calculated *

$0.00

Please note: For Assistance or to submit an address change, please email: abshelpline@aphis.usda.gov

Continue   **View PDF**

STEP EIGHT

Choose the type of payment method you would like to use and click on "Next"

Animal and Plant Health Inspection Service (APHIS) Customers

✓	✓	3	4	5
Before You Begin	Complete Agency Form	Enter Payment Info	Review & Submit	Confirmation

Payment Information

Payment Amount $400.00

* I want to pay with my

○ Bank account (ACH)
○ Amazon account
○ PayPal account
○ Debit or credit card

Previous   **Return to Form**   Cancel   **Next**

STEP NINE

Enter all the required payment information for the payment method chosen and click on "Review and Submit Payment".

If you select **Bank Account (ACH)**, you will need to enter your Routing and Account number (can be found on the bottom of your bank check).

If you select **PayPal**, you will be directed to your PayPal log in and asked to process payment there. Once submitted, you will be directed back to the Pay.gov site.

Please provide the payment information below. Required fields are marked with an *

* Payment Amount

$1.00

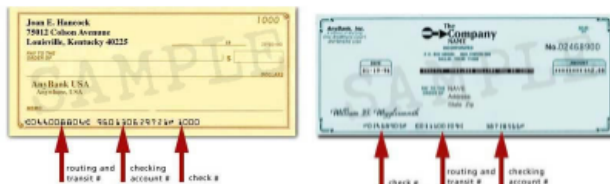* Payment Date (mm/dd/yyyy)

Earliest Payment Date   **Choose Payment Date**

* Account Holder Name

t

* Select Account Type

Select ...

STEP TEN

Review the payment information. If all information is correct, put a check in the box next to the authorizing statement and click on "Submit Payment".

Email address for confirmation will pre-fill with the Point of Contact's email address you indicated at the beginning of the process.

Please put in the following email address into the **CC box** to ensure your payment is marked as received by USDA APHIS. Sarika.s.Negi@usda.gov

STEP ELEVEN

Either print or save a copy of the payment confirmation for your records. This payment confirmation will be emailed to each email address submitted with the payment as well.