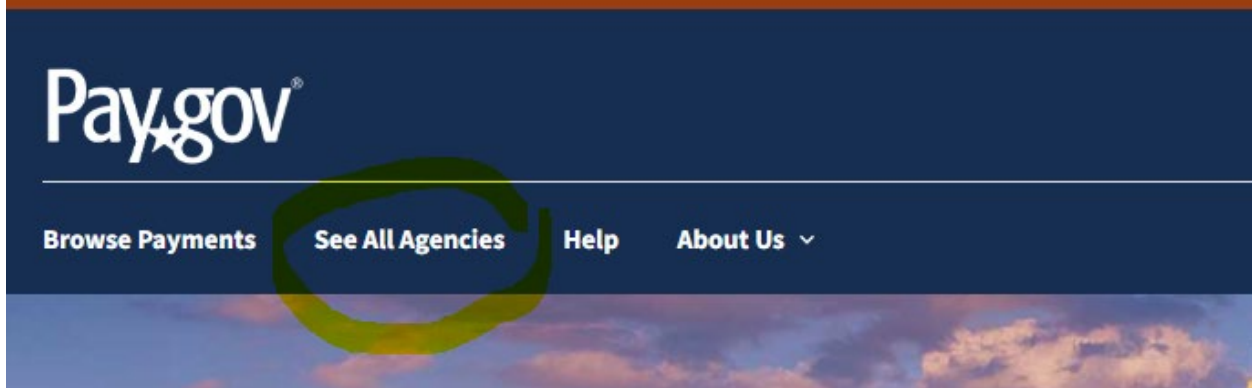


## USDA APHIS PAY.GOV Instructions -Seeds Accreditation

Updated 10/3/2023

**STEP 1:** Go to [www.pay.gov](http://www.pay.gov)

**STEP 2:** Click on "SEE ALL AGENCIES"



**STEP 3:** Click on "Agriculture (USDA): Animal and Plant Health Inspection Service (APHIS)"

[Agriculture \(USDA\): Animal and Plant Health Inspection Service \(APHIS\)](#)

**STEP 4:** Under Animal and Plant Health Inspection Service (APHIS) Customers, click on "Continue to the Form"

### 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 5:** 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:**

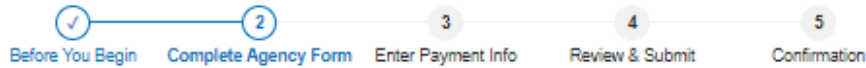
- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card

[Preview Form](#) [Cancel](#) [Continue to the Form](#)

**STEP 6:** 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.

## Animal and Plant Health Inspection Service (APHIS) Customers



### United States Department of Agriculture ANIMAL AND PLANT HEALTH INSPECTION SERVICE

#### Customer Electronic Payment Form

If you would like to schedule a recurring payment you must first register as a Pay.gov user. Please return to Pay.gov's home page and click on "Click here to register" before filling out the form.

\* Required Field

Customer Name \*

Street Address \*

Street Address 2

Country \*

City \*

State \*

Zip 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 \*

Total Amount Calculated \*

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

Continue

View PDF

**STEP 7:** Enter your Payment/Shorthand Code Element(s) and Amount(s).  
**Shorthand Code (SHC)** for Fiscal year 2024 (FY24) is:

**24XXPQPH1424PQMSFMSFENSUSDA**

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 FY23 runs from October 1, 2022 through September 30, 2023 and FY24 begins on October 1, 2023 and runs through September 30, 2024. 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	<input type="text"/>	<input type="text"/>

+ Add Another

Total Amount Calculated \*

\$0.00

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

Continue View PDF

**STEP 8:** Choose the type of payment method you would like to use and click on “Next”

### Animal and Plant Health Inspection Service (APHIS) Customers

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Progress: 1 (✓) — 2 (✓) — **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 10:** 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

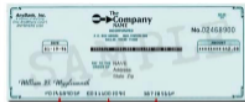
t

\* Select Account Type

Select ...



↑ routing and  
transit #    ↑ checking  
account #    ↑ check #



↑ check #    ↑ routing and  
transit #    ↑ checking  
account #

\* Routing Number

\* Account Number

\* Confirm Account Number

Service 1  
f, 1.00

Service 2

Service 3

Service 4

Service 5

**Previous**

**Return to Form**

[Cancel](#)

**Review and Submit Payment**

**STEP 11:** 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](mailto:Sarika.s.Negi@usda.gov)

### Animal and Plant Health Inspection Service (APHIS) Customers

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

#### Payment Information

Payment Type: PayPal account  
Payment Amount \$1.00  
Service\_1: test1, 1.00  
Service\_2:  
Service\_3:  
Service\_4:  
Service\_5:

---

\* Email Address:

\* Confirm Email Address:

**CC:**

*You may enter multiple email addresses in this field. Separate email addresses with a comma.*

\* I authorize this PayPal payment in the above amount in accordance with my PayPal agreement.

[Cancel](#)

**STEP 12:** 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.