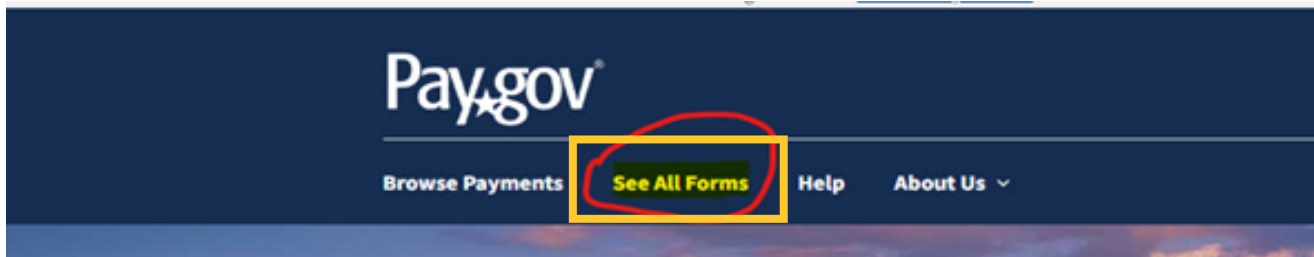


## STEP ONE

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

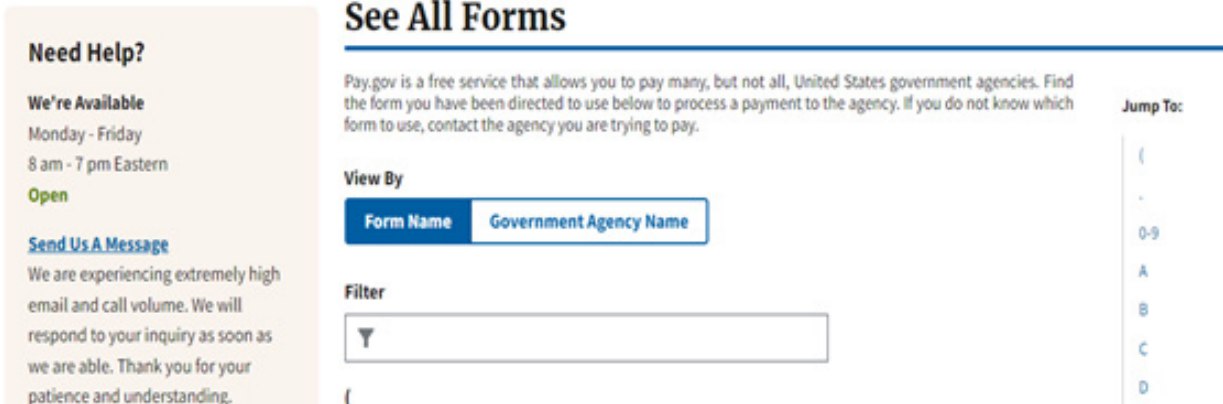
## STEP TWO

Click on "SEE ALL FORMS"



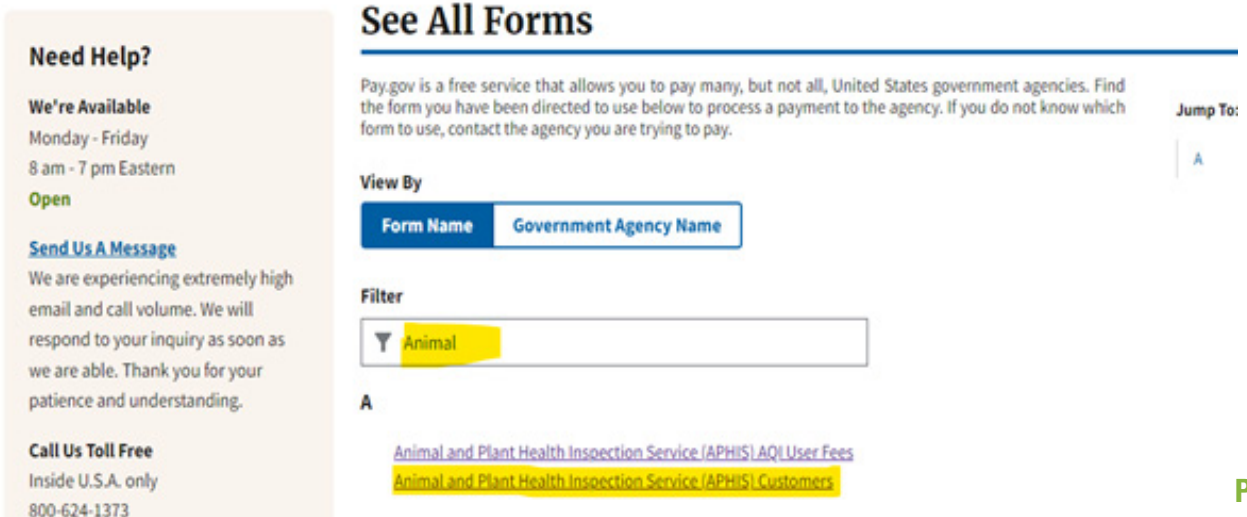
## STEP THREE

Filter by typing Animal.



## STEP FOUR

Click on "Animal and Plant Health Inspection Service (APHIS) Customers"



## STEP FIVE

Click on "Continue to the Form"

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

1 Before You Begin 2 Complete Agency Form 3 Enter Payment Info 4 Review & Submit 5 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](#)

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review](#)

## 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.

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

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

**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 \*

United States

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 note 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 \*

\$0.00

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

[Continue](#) [View PDF](#)

## STEP SEVEN

Enter your Payment/Short Hand 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 note 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: [abshepline@aphis.usda.gov](mailto:abshepline@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**

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 ...

Bank of America  
First National Bank

Bank of America  
First National Bank

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

Animal and Plant Health Inspection Service (APHIS) Customers

Before You Begin Complete Agency Form Enter Payment Info Review & Submit Confirmation

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:  
jana.rob@usda.gov

\* Confirm Email Address:  
jana.rob@usda.gov

CC:  
[Yellow Highlighted Field]

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.

Previous Return to Form Cancel Submit Payment

## 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.