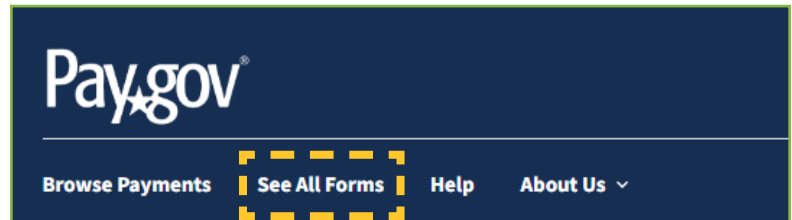


STEP ONE

Go to www.pay.gov

STEP TWO

Click on "SEE ALL FORMS"

The image shows the 'See All Forms' page on Pay.gov. At the top, it says 'See All Forms'. Below that, a paragraph explains that Pay.gov is a free service to pay many, but not all, United States government agencies. There are two buttons: 'Form Name' and 'Government Agency Name'. Below these is a 'Filter' input field with a dropdown arrow, which is highlighted with a dashed orange box.

STEP THREE

Filter by typing Animal.

STEP FOUR

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

The image shows the results of filtering by 'Animal'. The 'Filter' input field contains the word 'Animal'. Below it, under the letter 'A', there are two links: 'Animal and Plant Health Inspection Service (APHIS) AQL User Fees' and 'Animal and Plant Health Inspection Service (APHIS) Customers'. The second link is highlighted with a dashed orange box.The image shows the 'Animal and Plant Health Inspection Service (APHIS) Customers' form. At the top, it says 'Animal and Plant Health Inspection Service (APHIS) Customers'. Below that is a progress bar with five steps: 1. Before You Begin, 2. Complete Agency Form, 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Below the progress bar, there is a section 'About this form' and 'Accepted Payment Methods' which lists: Bank account (ACH), Amazon account, PayPal account, and Debit or credit card. At the bottom, there are two buttons: 'Preview Form' and 'Continue to the Form' (which is highlighted with a dashed orange box).

STEP FIVE

Click on "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.

The screenshot shows the 'Animal and Plant Health Inspection Service (APHIS) Customers' portal. A progress bar at the top indicates five steps: 1. Select Your Agency (checked), 2. Complete Agency Form (current step), 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. The APHIS logo and 'United States Department of Agriculture ANIMAL AND PLANT HEALTH INSPECTION SERVICE' are displayed. Below this, it says 'Customer: Electronic Payment Form'. A note states: 'If you are still the existing payer, you must first log in 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.' A section titled '* Required Field' contains several input fields: 'Customer Name *', 'Street Address *', 'Street Address 2', 'Country *' (with a dropdown menu showing 'United States'), 'City *', 'State *' (with a dropdown menu showing '0'), 'Zip Code *', 'Email Address *', 'Point of Contact - First Name *', 'Point of Contact - Middle Initial', 'Point of Contact - Last Name *', 'Point of Contact - Phone Number *', and 'Ext.'. Below these fields is a section titled 'Please note a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills'. It contains a 'Service Provided by *' dropdown menu (showing 'COD Payments') and a 'Total Amount (U.S. Dollars) *' field (showing '\$0.00'). At the bottom, there are 'Continue' and 'View PDF' buttons.

STEP SEVEN

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

ShortHand Code (SHC) for Fiscal year 2026 (FY26) is: **26XXPQPH1424PQMSFMSFENSUSDA**

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 FY25 runs from October 1, 2024 through September 30, 2025 and FY26 begins on October 1, 2025, and runs through September 30, 2026. Please check with your contact to verify the current code.

Click on "Continue".

The screenshot shows the 'Please notate a Payment Reference for each individual debt you wish to pay. You may pay up to five Accounts or Bills' section. It features a 'Service Provided by *' dropdown menu (showing 'COD Payments'). Below this is a table with three columns: 'Count', 'ShortHand Code(SHC)/BOC *', and 'Payment Amount (U.S. Dollars) *'. The first row is labeled '#1' and contains a dashed yellow box for the SHC/BOC and a red box for the Payment Amount. A red error message 'Payment Amount (U.S. Dollars) is required' is displayed next to the red box. At the bottom of the table is a '+ Add Another' button.

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

Progress: 1. Before You Begin (✓) 2. Complete Agency Form (✓) 3. Enter Payment Info (3) 4. Review & Submit 5. 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.

Animal and Plant Health Inspection Service (APHIS) Customers

Progress: 1. Before You Begin (✓) 2. Complete Agency Form (✓) 3. Enter Payment Info (3) 4. Review & Submit 5. Confirmation

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

* Payment Amount
\$400.00

* Payment Date (mm/dd/yyyy)
[Date Picker]
[Earliest Payment Date](#) [Choose Payment Date](#)

* Account Holder Name
Calli Sandahl

* Select Account Type
Select ...
[Bank of America] [Chase]

* Routing Number
[Routing Number Field]

* Account Number
[Account Number Field]

* Confirm Account Number
[Confirm Account Number Field]

Service 1
25XXPQPH1424PQMSFMSFENSUSDA, 400.00

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

Animal and Plant Health Inspection Service (APHIS) Customers

✓

✓

✓

4

5

Home: You Login 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: Debit account (ACI)

Payment Amount: \$400.00

Payment Date: 10/05/2024

Service_1: 25XWPQH1424PQMSFMSFENSUSDA,400.00

Service_2:

Service_3:

Service_4:

Service_5:

Account Information

* Email Address:

* Confirm Email Address:

CC:

Sarika.s.Negi@usda.gov

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

Authorization and Disclosure Statement

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Bureau of the Fiscal Service. As used in this document, "we" or "us" refers to the Bureau of the Fiscal Service and its agents and contractors operating Pay.gov. "You" refers to the end user.

Printable version

☐ * I agree to the Pay.gov authorization and disclosure statement

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.