

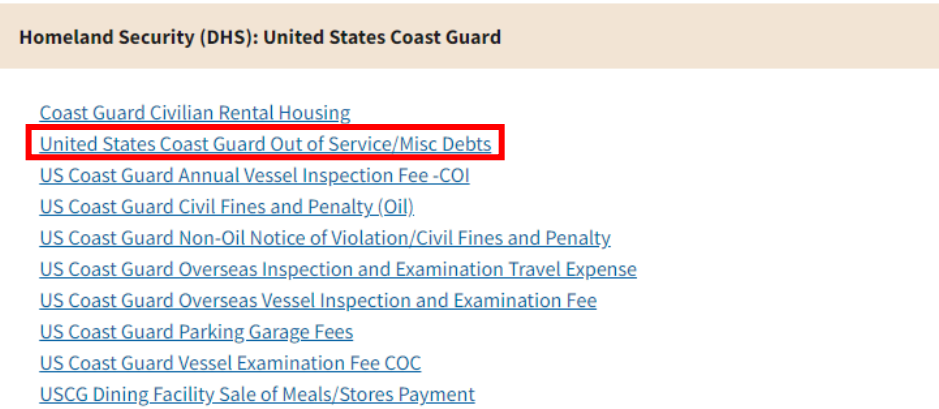


# How To Submit a Travel Debt Payment via Pay.gov

<b>Step 1</b>	<p>GO to <a href="https://www.pay.gov">Pay.gov - Home</a></p> <p> <b>Note:</b> The preferred browser for accessing pay.gov is google chrome</p>
<b>Step 2</b>	<p>CLICK on "See All Forms"</p>  <p>The screenshot shows the Pay.gov homepage. At the top, there is a 'Sign In' button and a search bar. Below that, there are navigation links: 'Browse Payments', 'See All Forms' (highlighted with a red box), 'Help', and 'About Us'. The main content area features a banner for 'The secure way to pay U.S. Federal Government Agencies' with a background image of the U.S. Capitol. Below the banner are three payment options: 'Make a VA Medical Care Copayment', 'Repay your Social Security Overpayment', and 'Pay for USCG Vessel Documentation'. Each option includes a brief description and a 'Pay it right here' link.</p>
<b>Step 3</b>	<p>SELECT View By "Government Agency Name"</p> <p><b>See All Forms</b></p> <p>Pay.gov is a free service that allows you to pay many, but not all, United States government agencies. Find the form you have been directed to use below to process a payment to the agency. If you do not know which form to use, contact the agency you are trying to pay.</p> <p>View By</p> <p><input type="radio"/> Form Name <input checked="" type="radio"/> Government Agency Name</p>
<b>Step 4</b>	<p>SELECT 'Homeland Security (DHS): United States Coast Guard', Then</p> <p>SELECT 'United States Coast Guard Out of Service/Misc Debts'</p>  <p>The screenshot shows a list of payment options under the heading 'Homeland Security (DHS): United States Coast Guard'. The list includes: 'Coast Guard Civilian Rental Housing', 'United States Coast Guard Out of Service/Misc Debts' (highlighted with a red box), 'US Coast Guard Annual Vessel Inspection Fee -COI', 'US Coast Guard Civil Fines and Penalty (Oil)', 'US Coast Guard Non-Oil Notice of Violation/Civil Fines and Penalty', 'US Coast Guard Overseas Inspection and Examination Travel Expense', 'US Coast Guard Overseas Vessel Inspection and Examination Fee', 'US Coast Guard Parking Garage Fees', 'US Coast Guard Vessel Examination Fee COC', and 'USCG Dining Facility Sale of Meals/Stores Payment'.</p>

# How To Submit a Travel Debt Payment via Pay.gov, Continued

**Step 5** **CLICK** the “Continue to the Form” button

The screenshot shows the Pay.gov interface for the 'United States Coast Guard Out of Service/Misc Debts' payment process. At the top, there is a 'Sign In' button and a search bar. Below the header, there are navigation links: 'Browse Payments', 'See All Forms', 'Help', and 'About Us'. The main heading is 'United States Coast Guard Out of Service/Misc Debts'. A progress bar shows five steps: 1. Before You Begin (highlighted with a blue circle), 2. Complete Agency Form, 3. Enter Payment Info, 4. Review & Submit, and 5. Confirmation. Under 'Accepted Payment Methods', there are two options: 'Bank account (ACH)' and 'Debit or credit card'. Below this, there are two buttons: 'Preview Form' and 'Continue to the Form' (highlighted with a red box). At the bottom, there is a footer with the text 'We're here to help!' and a plus sign.

**Step 6** **COMPLETE** the required fields on the form to ensure the payment gets applied to the correct invoice



## United States Coast Guard Out of Service/Misc Debt

Please fill in the form completely. Click Continue to make your payment.

\* Required Field

Name \*

Telephone Number \*

Email Address









Invoice Number/TONO \*

Customer Number

Payment Amount \*

Comments

## How To Submit a Travel Debt Payment via Pay.gov, Continued

<b>Step 6 Continued</b>	<b>Note:</b> In the comments block, users shall put the following information: <ul style="list-style-type: none"><li>▪ Reason for overpayment</li><li>▪ Dates of Travel</li><li>▪ FSMS Award Number</li></ul>
<b>Step 7</b>	<b>CLICK</b> the “Continue” button  
<b>Step 8</b>	<b>ENTER</b> whether you will be paying via Bank Account (ACH) or Debit/Credit Card  * I want to pay with my <input type="radio"/> Bank account (ACH) <input type="radio"/> Debit or credit card    <a href="#">Cancel</a> <b>CLICK</b> the “Next” button
<b>Step 9</b>	<b>ENTER</b> the appropriate payment information for your selection
<b>Step 10</b>	<b>CLICK</b> the “Review and Submit” button    <a href="#">Cancel</a>
<b>Step 11</b>	<b>REVIEW</b> and <b>SUBMIT</b> the payment
<b>End of Procedure</b>	

