



Using Pay.Gov to Satisfy a Travel-Incurred Debt

Pay.gov is a Web-based application allowing you to fill out and submit forms online, as well as make online payments to government agencies by credit card or by debit from your checking or savings account.

The Pay.gov application consists of four services: Collections (ACH and credit card), Forms, Billing and Reporting.

If you have incurred a travel-related debt, you have two options for direct remittance:

1. By check or money order. Refer to the *Guide to Managing Travel-Incurred Debt* for more information, or
2. By paying online using Pay.gov (<https://pay.gov/paygov/homepage.html>).

There are two options when using the Pay.gov website: register with Pay.gov as a regular user, or satisfy a single travel-incurred debt. You may use this link (<https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=35117215>) to make a single travel-incurred payment.

To register with the Pay.gov site, select the URL and the Home page (Figure 1) will open.

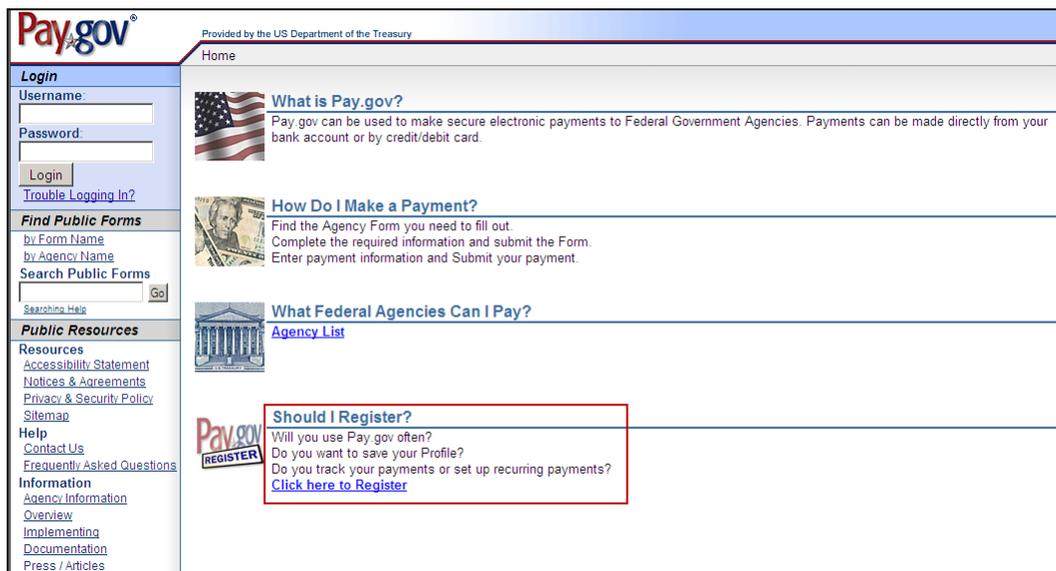


Figure 1: Pay.gov Home page

Scroll to the “Should I Register?” question and select the link **Click here to Register**. After selecting the link, the Pay.Gov User Responsibility Statement opens (Figure 2). You will need to read the



statement and place a check in the box beside the IT Security Rules of Behavior statement, then select either the "I Accept" or "I Decline" radio buttons and finally select the "Continue with Self-Enrollment" button.

PAY.GOV USER RESPONSIBILITY STATEMENT

USER NAME AND PASSWORD:
When an agency-enrolled user account is created in Pay.gov, the application will email the user a user name to be used when logging in to the Pay.gov application; the user must contact Pay.gov Customer Service to obtain their initial password. A self-enrolled user is provided with a user name as part of the self-enrollment process and will create their own password. The password, which is under the user's sole control, provides protection for the user and Pay.gov. The agency-enrolled user is immediately required to change the password after initially logging on to the system. The pattern of the User Name may be known by others and the User Name is displayed on the screen when entered, but the password is not displayed and not known by anyone other than the user.

INACTIVE USERS:
After ninety (90) days of non-use, agency-enrolled user accounts may be subject to deactivation. If an account is deactivated, the user will need to contact their Agency Security Contact and request that the account be reactivated.

LOCKED ACCOUNTS:
If at any time during the login process a user account becomes locked, the account will remain locked for fifteen (15) minutes. The account will then unlock and the system will allow the user additional attempts to logon with the correct password before re-locking the account. If a user does not know or cannot remember their password, they should reset their password by selecting the "Trouble Logging In?" link on the Pay.gov home page.

[View and Print 'Rules of Behavior' in separate window.](#)

I have read the Financial Management Services Pay.gov System IT Security Rules of Behavior and fully understand the security requirements of the information systems, applications, and data. I further understand that violation of these rules may be grounds for administrative and/or disciplinary action by FMS and may result in actions up to and including termination or prosecution under federal law.

I accept the Pay.gov Rules of Behavior
 I decline the Pay.gov Rules of Behavior

Figure 2: Pay.Gov User Responsibility Statement

The Self Enrollment screen opens (Figure 3), fill out the form and select **Submit**.



[Home](#) > Self Enrollment

Self Enrollment

Welcome to the Pay.gov self-enrollment process.
PUBLIC FORMS are freely available to everyone. It is not necessary to self-enroll to make a payment using a Public Form. However, by self-enrolling with Pay.gov, you can schedule recurring payments and retrieve submitted forms for later viewing/retrieval. Self-enrollment also enables you to schedule recurring payments.
For a list of Public Forms, use the Find Forms tool in the left-hand navigation.
If you require access to a NON-PUBLIC FORM, do not self-enroll. To obtain access to a Non-Public Form, please contact and enroll with the associated government agency.

Required Fields are marked with an asterisk *.

First Name : *

Middle Name or Initial :

Last Name : *

Address 1 : *

Address 2 :

City : *

State/Province: *

ZIP/Postal Code : (required for USA and Canada)

Country : United States *

Phone : *

Fax :

Enter Company Address

Email Address : *

Retype Email Address : *

Passwords must conform to the following:

- contain a minimum of eight characters
- contain 1 upper and 1 lower alpha character
- contain 1 numeric character
- not contain a common word

Password : *

Retype Password : *

Secret Question : *

Secret Answer : *

Retype Secret Answer : *

Figure 3: Self Enrollment Screen

After completing the Self Enrollment, you will be prompted to log into the site with your user name and password that you created during self enrollment. When you log in, the User Center will open (Figure 4).

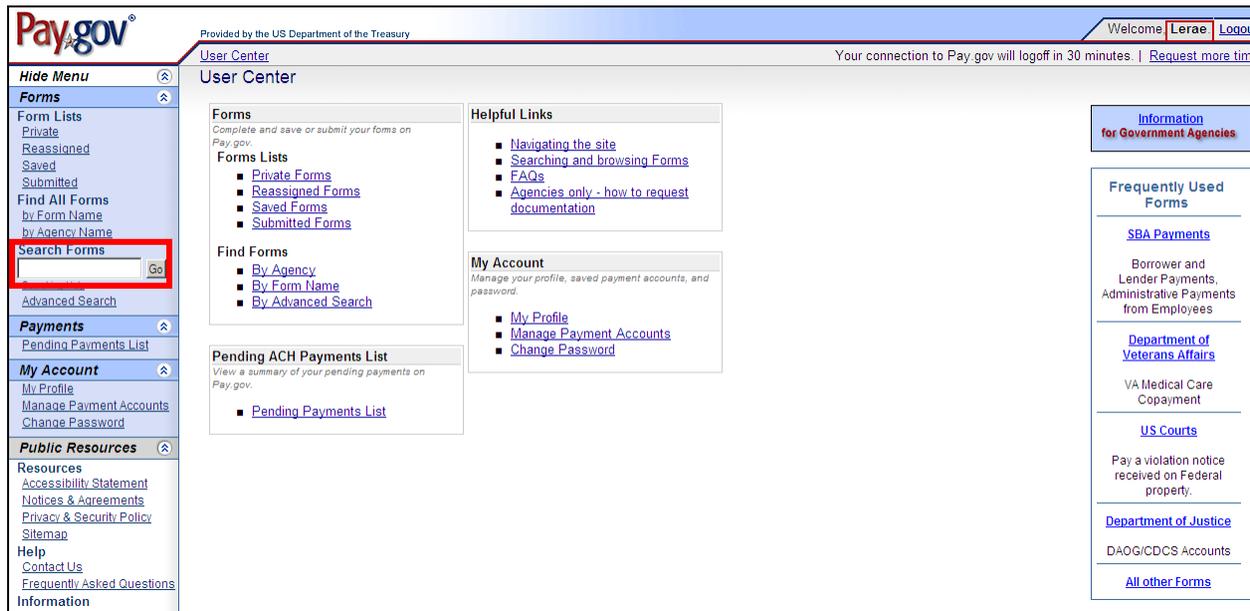


Figure 4: User Center

Enter **DTS** on the left side of the screen in the Search Forms field. Select the **Go** button to access the **DTS Debt Notification Payment Form** link (Figure 5).

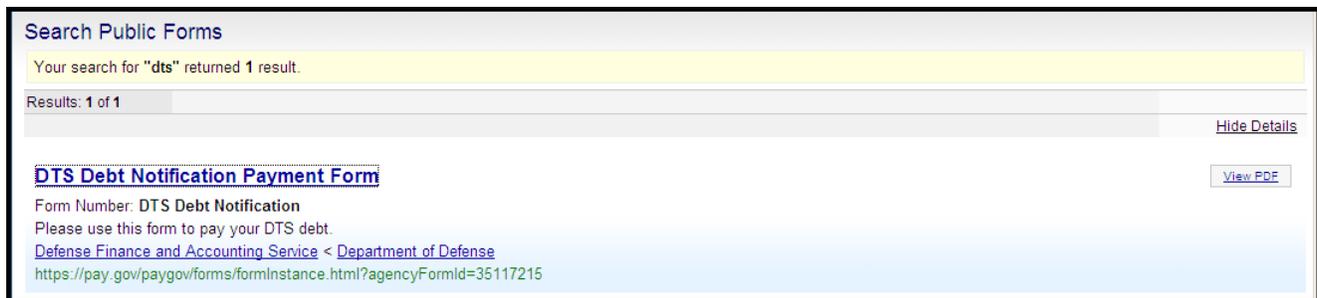


Figure 5: DTS Debt Notification Payment Form Link

After selecting the link, the DTS Debt Notification Payment Form will open (Figure 6). Fill out the form and select **Submit Data**. If you wish, you may preview the form in PDF before submitting it by selecting **PDF Preview**.



Pay.gov
Provided by the US Department of the Treasury
Home > DTS Debt Notification Payment Form

 **DTS Debt Collection**

Required information is marked by an asterisk *.

* First Name:
Middle Initial:
* Last Name:
* Last 4 digits of your SSN:
* Phone Number:
* E-mail Address:

Sample Debt Notification Letter that you received

The Defense Finance and Accounting Service has sent a notification to us indicating an account has been established for your approved travel voucher with a Balance Due to the Government based on the following information:

Name of Traveler: Kristen
SSN(of Traveler): XXX-XX-0000
Name of Travel Document: LJJAKRUYOGBEV032512_V01-01
Travel Authorization Number: 0XHYZ2
LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID:
036886*97*XXXX*4930*5M2P*KOD*1
NCL*410RB00*0000*DFAS*1L*2P*03
3134*10IN0000*JB*2011* ^GT000^
/ \$E7.9E / **0XHYZ2019**

* 9-digit Transaction ID:
(similar to the blue, bold text in the sample)

* Payment Amount:

**Will you be using this form frequently? Please visit the Pay.gov home page at www.pay.gov to register and set up an account.

It may take several minutes to process the form. Please be patient.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 6: DTS Debt Notification Payment Form