

## Instructions for Payment with Pay.gov

Go to webpage <http://www.bsee.gov>

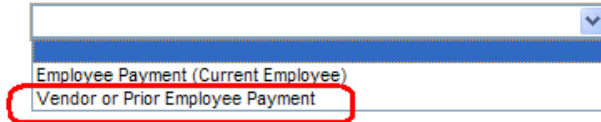
At bottom of page, click on "Fees for Service"

Click on box labeled "Miscellaneous Collections"

Click on Miscellaneous Collections again (text reads "Includes: Jury duty, Travel Voucher.....")

Choose "vendor" for payment type in drop down box

\*Payment Type:



Employee Payment (Current Employee)  
Vendor or Prior Employee Payment

Fill in items marked with \* on the next page (see example below). Items in red are not already fill in, but show what should go in those fields. For payment description, enter your task order number: "Ohmsett Task Order XXX."

\*Required Field

To begin, please choose a payment type.

\*Payment Type:

Vendor or Prior Employee Payment

DUNS No. (Vendors only):

\*Name / Business Name:

\*Address:

\*City:

\*State:

\*Zip Code:

\*Phone Number:

\*Email Address:

\*BOEMRE POC / Program Office:

**OSRD - Paul Meyer**

\*Payment Description:

**Ohmsett Task Order xxx**

(include invoice/voucher order/contract number if known)

\*Total Payment Amount:

\*Select Payment Method:

ACH Debit

Credit Card

After completing the form and selecting payment method, scroll down and click the **submit** button. The next screen is the entry for account information and should be self explanatory.

After completed and submitted, you get a confirmation screen, please remember to put a check mark in the authorization box and enter the following email in the CC field:

[paul.meyer@BSEE.gov](mailto:paul.meyer@BSEE.gov)