

Step 1: Accessing Pay.gov within PCIT

- I. From the left navigation, click on the [Financial Management](#) link.

Step 2: Enter the Deposit Amount

- I. Enter the Deposit Amount.
- II. Click on the **Add to Balance** button. PCIT will redirect you to the Pay.gov website.

Step 3: Select the Payment Method

- I. Select your payment Method.
- II. Click on the **Continue** button. The Pay.gov screen corresponding to your payment method displays.

NOTE: You may click the **Cancel** button at any time to return to the PCIT *Financial Management* page.

Step 4: Enter the Data

- I. Enter the payment data. Fields marked with an asterisk are required.
- II. Click the Continue button. The Review and submit payment page displays.

Step 5: Review Data and Authorize

- I. Review your entries and the Authorization and Disclosure Statement if displayed.
- II. Select the authorization checkbox.
- III. Click the **Continue** button. Pay.gov redirects you to PCIT. The *Financial Management – Review and Submit Deposit* page displays.

Step 6: Submit the Deposit

- I. Click the **Submit Deposit** button. The *Financial Management – Deposit Confirmation* page appears with details of the transaction.

NOTE: You will not receive an email confirmation of the transaction.

Step 7: Print Transaction Details (optional)

- I. Click the **Print** button for a paper confirmation of the deposit. Follow the instructions to print the data.

Step 8: Leave the Financial Management Screen

- I. Click the **Done** button. The PCIT Home page appears.

View Your Transactions in PCIT

- I. From the left navigation, click on the [View Reports](#) link.
- II. Click the [Debit Transaction](#) link in the Financial Reports section.
- III. Enter your transaction date range. Choose your report type and report format.
- IV. Click the **Generate Report** button. The report will open in a new window.