Adding Funds to an Organization’s Account in PCIT

**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.

March 2020