Step 1: Accessing Pay.gov within PCIT

I.   From the left navigation, click on the <u>Financial Management</u> 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. For documentation of the deposit, you must print a paper confirmation. See Step 7.

Step 7: Print Transaction Details

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 <u>View Reports</u> link.

II. Click the <u>Debit Transaction</u> 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.