Adding Funds to an Organization’s Account in VEHCS

VEHCS Quick Reference Guide

March 2020

Need help determining the endorsement fee? The endorsement fees for pet health certificates can be found by clicking here. For all other animals, contact your USDA Endorsement Office.

Step 1: Identify the amount of money to deposit

1. From the left navigation panel, click on Financial Management.

   ![Financial Management](image)

2. Enter the amount of money to be deposited in Deposit Amount. Then, click Add to Balance to redirect to Pay.gov

   ![Deposit Amount](image)

Step 2: Select your payment method

1. Select the button for how you will deposit money. You may pay with either a checking or savings account or a debit or credit card. Then, select Continue.
2. For payment by checking or savings account, see Step 3, Option 1
   For payment by debit or credit card, see Step 3, Option 2

**Step 3, Option 1: For payment by checking or savings account**

1. Provide your checking or savings account information in the required fields. Then, select **Continue**.

2. Review your account information and read the “Authorization and Disclosure – Consumers and Businesses.” If you accept the “Authorization and Disclosure – Consumers and Businesses,” select that you agree to it and click **Continue**.
Step 3, Option 2: For payment by debit or credit card

1. Provide your debit or credit card information in the required fields. Then, select Continue.

2. Review your card information. If you authorize the charge to your card for the payment amount indicated, select that you agree to it and click Continue.
Step 4: Return to VEHCS

1. Select **Submit Deposit** to complete the Pay.gov transaction. If you do not complete this step, the deposit will not be processed.

2. This is the only time the confirmation of your deposit is available; **you will NOT receive email confirmation**. If you need to request a refund, this information must be provided. Select **Print** to print the page. Then, select **Done**.
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The Financial Management feature of VEHCS is used to deposit money into your pre-purchase account. Your pre-purchase account is used to pay for fees associated with endorsing certificates. VEHCS uses Pay.gov as a fast and secure means of depositing funds into your pre-purchase account. To add to your account balance through Pay.gov, enter ‘Deposit Amount’ and select the ‘Add to Balance’ button.

Please note that if your balance is $50,000 or more, the ‘Add to Balance’ button will be temporarily removed and you will no longer be able to add funds to your account.

Current Balance: Your new account balance displays here

*Deposit Amount: 

Add to Balance