Providing Payment in VEHCS

This Quick Reference Guide explains how to deposit funds into your VEHCS pre-purchase account from the “Welcome” screen and when creating a health certificate.

Payment must be provided before USDA can endorse your VEHCS health certificate. You must ensure your payment will cover the endorsement fee for all health certificates submitted.

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.

There are two options for providing payment in VEHCS:

1. Depositing funds into your VEHCS pre-purchase account
2. Providing your USDA APHIS User Fee Credit Account number.
   If you are interested in opening a User Fee Credit Account with USDA APHIS, please contact your USDA Endorsement Office.

Step 1: Navigating to begin depositing funds

1a. If you are depositing funds before creating a health certificate, click on “Financial Management” from the left navigation menu.

1b. If you are depositing funds during the creation of your health certificate, select “Add to Balance” from the “Payment Method” step.
Step 2: Identify the amount of money to deposit

2. Enter the amount of money to be deposited in “Deposit Amount.” Then, click "Add to Balance" to redirect to Pay.gov. Click on "help" for additional guidance on this screen.

Step 3: Select your payment method

3. Select the button for how you will deposit money. You may pay with either a bank account OR a debit or credit card. Then, select “Continue.”

For payment by bank account, see Step 4, Option 1
For payment by debit or credit card, see Step 4, Option 2
Step 4, Option 1: For payment by bank account

5. Provide your bank account information in the required fields. Then, select “Continue.”

6. 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 4, Option 2: For payment by debit or credit card

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

6. 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 5: Return to VEHCS

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

8. 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.”