



Every piece tells a story.

## Pay.gov - NCAF Payment Process

<https://www.pay.gov/paygov/>

- ❖ Pay.gov is operated by the U.S. Department of the Treasury, developed in conjunction with the Federal Reserve Bank.
- ❖ Ensure your account is set up for Direct Debit payments to Pay.gov.
- ❖ Register at Pay.gov
  - ✓ As an enrolled user, you will have the ability to make a single ACH payment, schedule recurring ACH payments, and view a list of your processed payments.
- ❖ Contact NITAAC Support with questions regarding NITAAC Form.
- ❖ For all other questions, contact Pay.gov Customer Support.



Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

<https://www.pay.gov/paygov/>

1. Log onto Pay.gov.
2. Enter “NITAAC” in the “Search Forms” field and click “Go”.
3. Click on “NIH NITAAC Payments” link.
4. Complete all required fields and click “Continue”.
5. Enter all required account information and click “Continue with ACH Payment”.
6. To complete your payment:
  - a. Enter email address(s) in the “CC:” field to receive email confirmation of your payment. **\*\*DO NOT REMOVE** prefilled NITAAC Support email address
  - b. Agree to authorization and disclosure language and click “Submit Payment” (ONLY ONCE).
7. Print a copy of payment confirmation for your records. This information is also sent to the email address(s) provided under step 6.



Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 1:

**Pay.gov**  
Provided by the US Department of the Treasury

Home

**Login**  
Username:  
Password:  
  
[Trouble Logging In?](#)

**System Message**  
■ You are logged out.

**06/24/2011**  
Welcome to the Pay.gov Agency Test Site. This site is currently running Pay.gov version 5.0 Pay.gov installed originally on June 24, 2011. This is only a test site and no real transaction data should be entered into this system. No transaction data entered will be processed for settlement. All settlement processes at this site are simulated. We hope your tests are successful but if you have any issues please contact our customer service at 1-800-624-1373 option 2 or at [pay.gov@clev.frb.org](mailto:pay.gov@clev.frb.org). Thank you and good luck testing.

**Find Public Forms**  
by Form Name  
by Agency Name  
Search Public Forms  
Searching Help

**Public Resources**  
**Resources**  
[Accessibility Statement](#)  
[Notices & Agreements](#)  
[Privacy & Security Policy](#)  
[Sitemap](#)  
**Help**  
[Contact Us](#)  
[Frequently Asked Questions](#)  
**Information**  
[Agency Information](#)  
[Overview](#)  
[Implementing](#)  
[Documentation](#)  
[Press / Articles](#)

**DEPARTMENT OF THE TREASURY**  
**USA.gov**

**What is Pay.gov?**  
Pay.gov can be used to make secure electronic payments to Federal Government Agencies. Payments can be made directly from your bank account or by credit/debit card.

**How Do I Make a Payment?**  
Find the Agency Form you need to fill out.  
Complete the required information and submit the Form.  
Enter payment information and Submit your payment.

**What Federal Agencies Can I Pay?**  
[Agency List](#)

**Should I Register?**  
Will you use Pay.gov often?  
Do you want to save your Profile?  
Do you track your payments or set up recurring payments?  
[Click here to Register](#)

**Information for Government Agencies**

**Frequently Used Forms**

- [SBA Payments](#)  
Borrower and Lender Payments, Administrative Payments from Employees, SBG
- [Department of Veterans Affairs](#)  
VA Medical Care Copayment
- [US Courts](#)  
Pay a violation notice received on Federal property.
- [Department of Justice](#)  
DAOG/CDCS Accounts
- [All other Forms](#)

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems which run on it are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.



OMB Authorized GWACs for IT Acquisition



Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 2:

Pay.gov<sup>®</sup> Provided by the US Department of the Treasury

Welcome, Maria [Logout](#)

Your connection to Pay.gov will logoff in 27 minutes. | [Request more time.](#)

User Center

**Hide Menu** [^](#)

**Administration** [^](#)

Application  
[List Applications](#)

**Collections Control Panel** [^](#)

[Search Transactions](#)

**Plastic Card Refund**

**Forms** [^](#)

**Form Lists**

- [Private Forms](#)
- [Reassigned Forms](#)
- [Saved Forms](#)
- [Submitted Forms](#)

**Find All Forms**  
by Form Name

by Agency Name

**Search Forms**

NITAAC

[Searching Help](#)

[Advanced Search](#)

**Payments** [^](#)

[Pending Payments List](#)

**Reports** [^](#)

[Report List](#)

**My Account** [^](#)

[My Profile](#)

[Manage Payment Accounts](#)

[Change Password](#)

**Public Resources** [^](#)

**Resources**

- [Accessibility Statement](#)
- [Notices & Agreements](#)
- [Privacy & Security Policy](#)
- [Sitemap](#)

**Help**

- [Contact Us](#)
- [Frequently Asked Questions](#)

**Information**

- [Agency Information](#)
- [Overview](#)

**Forms**  
Complete and save or submit your forms on Pay.gov.

**Form Lists**

- [Private Forms](#)
- [Reassigned Forms](#)
- [Saved Forms](#)
- [Submitted Forms](#)

**Find Forms**

- [By Agency](#)
- [By Form Name](#)
- [By Advanced Search](#)

**Pending ACH Payments List**  
View a summary of your pending payments on Pay.gov.

- [Pending Payments List](#)

**Reports**  
View reports on Pay.gov.

- [Report List](#)

**Collections Control Panel**  
Manage your user's transactions.

- [Search Transactions](#)

**Plastic Card**

- [Plastic Card Refund](#)

**Helpful Links**

- [Navigating the site](#)
- [Searching and browsing Forms](#)
- [FAQs](#)
- [Agencies only - how to request documentation](#)

**My Account**  
Manage your profile, saved payment accounts, and password.

- [My Profile](#)
- [Manage Payment Accounts](#)
- [Change Password](#)

**Application**  
Manage your applications.

- [List Applications](#)

**Information for Government Agencies**

**Frequently Used Forms**

- [SBA Payments](#)  
Borrower and Lender Payments, Administrative Payments from Employees, SBG
- [Department of Veterans Affairs](#)  
VA Medical Care Copayment
- [US Courts](#)  
Pay a violation notice received on Federal property.
- [Department of Justice](#)  
DAOG/CDCS Accounts
- [All other Forms](#)



OMB Authorized GWACs for IT Acquisition



Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 3:

The screenshot shows the Pay.gov user interface. At the top, it says "Provided by the US Department of the Treasury" and "Welcome, Maria Logout". The main content area displays "Search Results" for the query "NITAAC", showing one result: "NIH NITAAC Payments". This result is highlighted with a red box. The result details include the form number "NIH NITAAC Pymt", instructions to use the form for NIH NITAAC payments, and a link to the form: <https://qa.pay.gov/paygov/forms/formInstanceRequired.Login.html?agencyFormId=3161168>. The left sidebar contains a navigation menu with categories like Administration, Collections Control Panel, Forms, Payments, Reports, My Account, and Public Resources.



Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 4:

Pay.gov<sup>®</sup> Provided by the US Department of the Treasury

Welcome, Maria [Logout](#)

User Center

Your connection to Pay.gov will logoff in 30 minutes. | [Request more time.](#)

Show Menu Form Instance



The National Institutes of Health  
Information Technology Acquisition & Assessment Center



This form is to remit the NITAAC Contract Access Fee (CAF) to be posted to CAN 8377821. Should you have any questions, please contact the NITAAC Support Center at [NITAACSupport@nih.gov](mailto:NITAACSupport@nih.gov) or 1.888.773.6542.

\* = Mandatory Fields

**Payer Information:**

\* Name of Paying Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contact Information:**

\* Contact Name: Maria Gholizadeh

\* Contact Phone: 301-402-8320

\* Contact E-Mail: maria.gholizadeh@nih.gov

**Contract Information:**

Reporting Period:

\* Month: \_\_\_\_\_ \* Year: \_\_\_\_\_

CIO-SP:		
<input type="checkbox"/> CIO-SP2i	* Master/Parent Contract #: _____	Amount: \$0.00
<input type="checkbox"/> CIO-SP3	* Master/Parent Contract #: _____	
<input type="checkbox"/> CIO-SP3 SB	* Master/Parent Contract #: _____	

ECS:		
<input type="checkbox"/> ECS III	* Master/Parent Contract #: _____	* Amount: _____

Other:		
<input type="checkbox"/> Miscellaneous	* Master/Parent Contract #: _____	* Amount: _____
Describe: _____		

Grand Total: \_\_\_\_\_





Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 5:

**Pay.gov** Provided by the US Department of the Treasury Welcome, Maria. [Logout](#)  
[User Center](#) Your connection to Pay.gov will logoff in 27 minutes. | [Request more time.](#)

**System Message**  
■ The system has populated the Payment Date with the next available payment date.

**Online Payment**  
**Step 1: Enter Payment Information** 1 | 2 | 3

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*  
Payment Amount: \$100.00  
Account Type:  \*  
Routing Number:  \*  
Account Number:  \*  
Confirm Account Number:  \*  
Check Number:

**Routing Number**      **Account Number**      **Check Number**  
⑆0 26946783⑆ 9243767390⑆ 1234⑆

Payment Date: 02/07/2012  
Name of Paying Company: abc  
Reporting Period Month: January  
Reporting Period Year: 2012  
CIO-SP Amount: \$0.00  
CIO-SP2i Master/Parent Contract Number:  
CIO-SP3 Master/Parent Contract Number:  
CIO-SP3 SB Master/Parent Contract Number:  
ECS III Master/Parent Contract Number: dkdkdkdkkd  
ECS III Amount: \$100.00  
Miscellaneous Master/Parent Contract Number:  
Miscellaneous Amount:  
CAN: 8377821

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.



Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 6:

**Pay.gov** Provided by the US Department of the Treasury Welcome, Maria [Logout](#)  
[User Center](#) Your connection to Pay.gov will logoff in 30 minutes. | [Request more time.](#)

**Online Payment**  
**Step 2: Authorize Payment** 1 | 2 | 3

[Payment Summary](#) [Edit this information](#)

<p><b>Account Holder Name:</b> Maria Gholizadeh  <b>Payment Amount:</b> \$100.00  <b>Account Type:</b> Business Checking  <b>Routing Number:</b> 052000113  <b>Account Number:</b> *****6866  <b>Check Number:</b> 686666</p>	<p><b>Payment Date:</b> 02/07/2012  <b>Name of Paying Company:</b> abc  <b>Reporting Period Month:</b> January  <b>Reporting Period Year:</b> 2012  <b>CIO-SP Amount:</b> \$0.00  <b>CIO-SP2i Master/Parent Contract Number:</b>  <b>CIO-SP3 Master/Parent Contract Number:</b>  <b>CIO-SP3 SB Master/Parent Contract Number:</b>  <b>ECS III Master/Parent Contract Number:</b> dkdjdkdkkd  <b>ECS III Amount:</b> \$100.00  <b>Miscellaneous Master/Parent Contract Number:</b>  <b>Miscellaneous Amount:</b>  <b>CAN:</b> 8377821</p>
---	--

**Email Confirmation Receipt**  
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**  ← **DO NOT REMOVE**

**Confirm Email Address:**

**CC:**  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
 Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language.  \*

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.



Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 6: (cont'd)

ECS III Master/Parent Contract Number: dkdkdskkkd  
ECS III Amount: \$100.00  
Miscellaneous Master/Parent Contract Number:  
Miscellaneous Amount:  
CAN: 8377821

**Check Number:** 666666

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: NITAACSupport@nih.gov  
Confirm Email Address: NITAACSupport@nih.gov  
CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language.  \* 

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers  
A. Authorization  
You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure  
In case of errors or questions about a transaction, immediately contact the Federal agency using the Pay.gov service or contact Pay.gov directly. ALL QUESTIONS ABOUT PAY.GOV TRANSACTIONS MUST BE DIRECTED TO THE FEDERAL AGENCY USING OUR SERVICE OR US AND NOT TO THE FINANCIAL INSTITUTION WHERE YOU HAVE YOUR ACCOUNT. Before you send confidential information by e-mail, please be aware that information delivered by e-mail is not secure and, while not likely, can be intercepted and viewed by others. If you tell us orally or by e-mail, we may require that we receive your complaint or question in writing (by paper and not e-mail) within 10 business days. Our business days are Monday through Friday, and some holidays are not included. We will [View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

All information provided on this website copyright © 2005.  
United States Department of the Treasury, Financial Management Service,  
401 14th Street SW, Washington, DC 20227  
[Contact Us](#) | [Frequently Asked Questions](#) | [Notices & Agreements](#) | [Accessibility Policy](#) | [Privacy and Security Policy](#)



Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 7:

**Pay.gov** Provided by the US Department of the Treasury Welcome, Maria [Logout](#)

[User Center](#) Your connection to Pay.gov will logoff in 30 minutes. | [Request more time.](#)

**Hide Menu** **Administration** **Collections Control Panel** **Forms** **Public Resources**

**Online Payment**  
**Step 3: Confirm Payment** 1 | 2 | 3

**Thank you.**  
 Your transaction has been successfully completed.  
 It is recommended you [print a copy](#) for your records.

[Print this window.](#)

**Pay.gov Tracking Information**  
 Application Name: NIH NITAAC Payments  
 Pay.gov Tracking ID: 3FOHR55K  
 Agency Tracking ID: 120009364661  
 Transaction Date and Time: 02/05/2012 22:04 EST

**Payment Summary**

**Account Holder Name:** Maria Gholizadeh  
**Payment Amount:** \$100.00  
**Account Type:** Business Checking  
**Routing Number:** 052000113  
**Account Number:** \*\*\*\*\*6666  
**Check Number:** 666666

**Payment Date:** 02/07/2012  
**Name of Paying Company:** abc  
**Reporting Period Month:** January  
**Reporting Period Year:** 2012  
**CIO-SP Amount:** \$0.00  
**CIO-SP2i Master/Parent Contract Number:**  
**CIO-SP3 Master/Parent Contract Number:**  
**CIO-SP3 SB Master/Parent Contract Number:**  
**ECS III Master/Parent Contract Number:** dkdkdkdkkd  
**ECS III Amount:** \$100.00  
**Miscellaneous Master/Parent Contract Number:**  
**Miscellaneous Amount:**  
**CAN:** 8377821

[Return to your form search results](#)  
[Return to the User Center](#)

Do you want to  a new bank account?

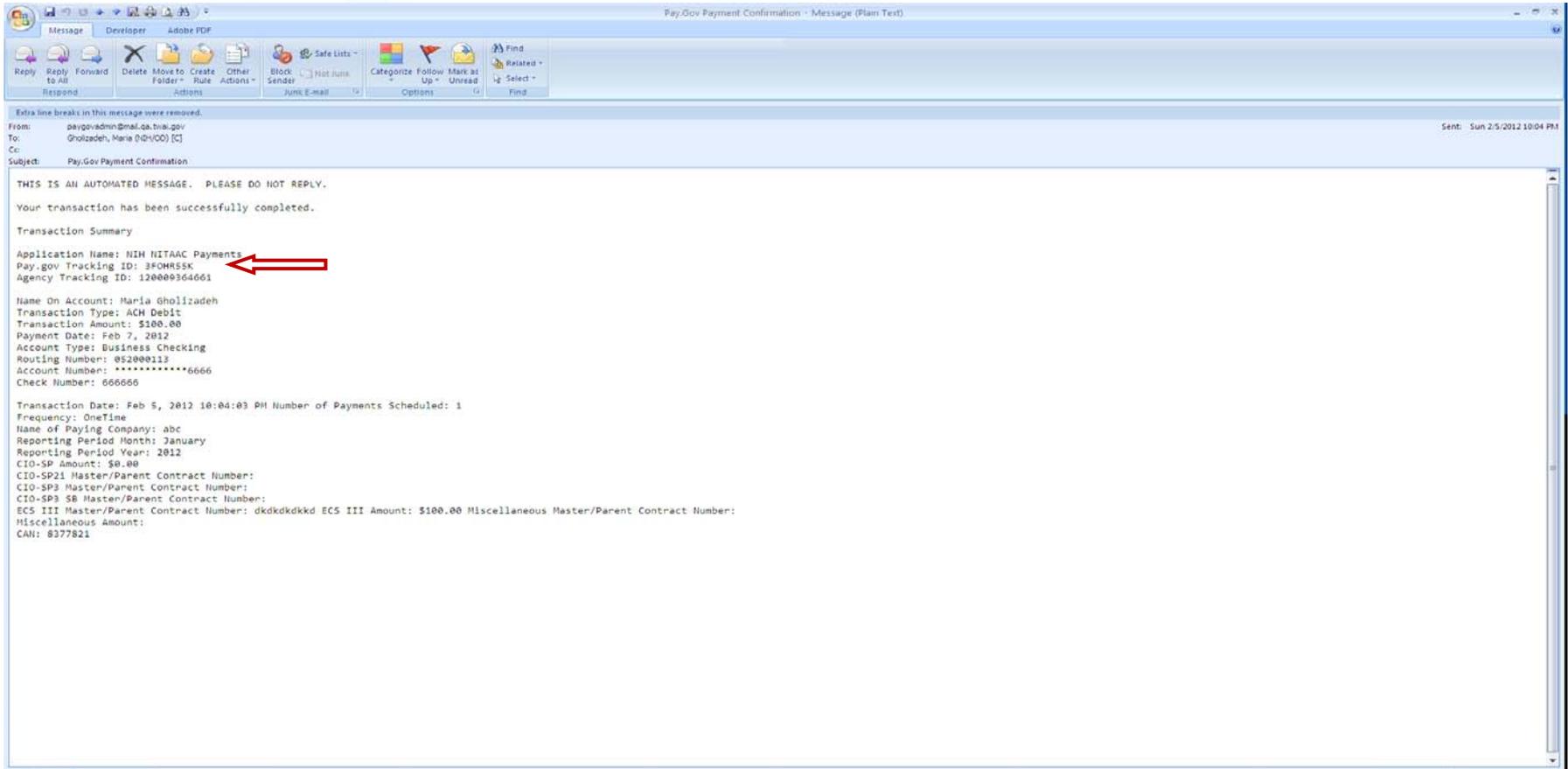


OMB Authorized GWACs for IT Acquisition

Every piece tells a story.

# Pay.gov - NCAF Payment Instructions

## Step 7: (cont'd)



Pay.Gov Payment Confirmation - Message (Plain Text)

Message Developer Adobe PDF

Reply Forward Delete Move to Folder Create Rule Other Actions Block Sender Not Junk Categorize Follow Up Mark as Unread Find Find Find

Extra line breaks in this message were removed.

From: paygovadmin@mal.ca.tva.gov  
To: Gholizadeh, Maria (D+)(OO) [C]  
Cc:  
Subject: Pay.Gov Payment Confirmation

Sent: Sun 2/5/2012 10:04 PM

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.  
Your transaction has been successfully completed.

Transaction Summary

Application Name: NIH NITAAc Payments  
Pay.gov Tracking ID: 3FOH855K  
Agency Tracking ID: 120009344661

Name On Account: Maria Gholizadeh  
Transaction Type: ACH Debit  
Transaction Amount: \$100.00  
Payment Date: Feb 7, 2012  
Account Type: Business Checking  
Routing Number: 052000113  
Account Number: \*\*\*\*\*6666  
Check Number: 666666

Transaction Date: Feb 5, 2012 10:04:03 PM Number of Payments Scheduled: 1  
Frequency: OneTime  
Name of Paying Company: abc  
Reporting Period Month: January  
Reporting Period Year: 2012  
CIO-SP Amount: \$0.00  
CIO-SP21 Master/Parent Contract Number:  
CIO-SP3 Master/Parent Contract Number:  
CIO-SP3 SB Master/Parent Contract Number:  
ECS III Master/Parent Contract Number: dkdokdkkd ECS III Amount: \$100.00 Miscellaneous Master/Parent Contract Number:  
Miscellaneous Amount:  
CAN: 8377821



Every piece tells a story.

# Pay.gov - NCAF Payment Process

<https://www.pay.gov/paygov/>

## ❖ Helpful Links:

- ✓ FAQ: <https://www.pay.gov/paygov/faqs.html?nc=1326479994592>
- ✓ Customer Support:  
<https://www.pay.gov/paygov/contact.html?nc=1328021830381>
- ✓ NITAAC Support: [NITAACsupport@nih.gov](mailto:NITAACsupport@nih.gov) (1.888.773.6542)