

**Step 1: Accessing Pay.Gov within PCIT**

- I. From the left navigation, click on the [Financial Management](#) link.
- II. Click on the **Add to Balance** button. PCIT will redirect you to the Pay.Gov website.

**Step 2: Pay by Credit Card**

- I. Enter your account information under **Pay Via Plastic Card (PC)**.
- II. When you have completed entering your information, click the **Continue with Plastic Card Payment** button.

**Step 3: Confirm Payment Information**

- I. Review the payment summary carefully. If you wish to have an email confirmation, enter the email addresses under **Email Confirmation Receipt**.
- II. Review the content under **Authorization and Disclosure** and check the "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." checkbox.
- III. Click the **Submit Payment** button. Only click the button once to avoid double payment.

**Step 4: Pay.Gov Payment Confirmation**

- I. Your payment confirmation displays. You can print a copy for your records by clicking the [print a copy](#) or [Print this window](#) link.
- II. To return to PCIT, click the [Return to your agency website](#) link.

**Step 5: PCIT Payment Confirmation**

- I. The confirmation message "**Account balance has been updated successfully.**" and your updated balance is displayed on the Financial Management page.

**View Your Transactions in PCIT**

- I. From the left navigation, click on the [Financial Management](#) link. Then click the **View Debit Transaction Report** button.
- II. Enter your transaction date range and click the **Next** button.
- III. Choose your report type and report output and click the **Next** button.
- IV. Review your report criteria and click the **Generate Report** button. The report will open in a new window.