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.