

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.

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.

If VS determines during endorsement that you have insufficient funds in your pre-purchase account, you will receive an automated email requesting you to deposit more funds.

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: Navigating to begin depositing funds

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



1b. If you are depositing funds during the creation of your health certificate, select "Add to Balance" from the "payment method" step

Payment Method [Step-By-Step Guide](#)

Payment of the User (Endorsement) Fee is required before your certificate can be submitted to your USDA Endorsement Office. Select the option for how you'll pay the User (Endorsement) Fee.

Items marked * are required.

*Payment Method:

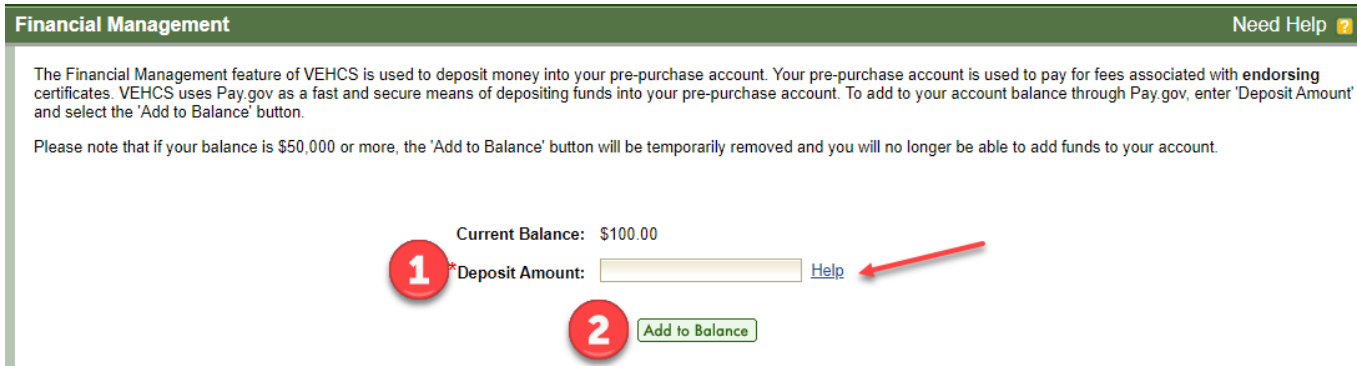
Fee will be deducted from Pre-purchase account that was funded via deposits using Financial Management.

Your Organization's Current Account Balance: \$100.00 **1**

(Certificate will not be processed without adequate funds.)

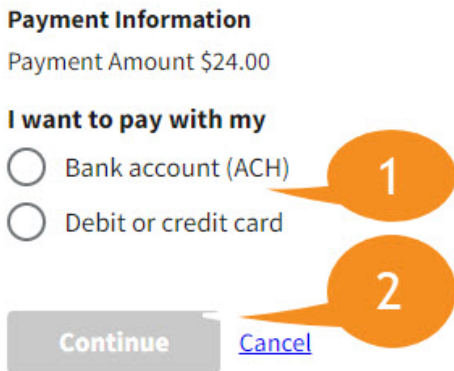
Step 2: Identify the amount of money to deposit

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."



- 4. 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."


Please provide the payment information below. Required fields are marked with an *

Agency Tracking ID
VEHCS_TRAIN_14903

Payment Amount
\$24.00

* Account Holder Name

* Account Type
Select ...



* Routing Number

* Account Number

* Confirm Account Number

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."

Please review the payment information. Required fields are marked with an *

Agency Tracking ID
VEHCS_TRAIN_14903

Payment Amount
\$ [redacted] Your payment amount displays here

Payment Method
ACH Debit

Account Holder Name
[redacted] Your account holder name displays here

Account Type
Business Checking

Routing Number
[redacted] Your routing number displays here

Account Number
[redacted] Your account number displays here

[Print Authorization and Disclosure Statement](#)

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 page and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect

* I agree to the Pay.gov authorization and disclosure statement

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."

Please provide the payment information below. Required fields are marked with an *

Agency Tracking ID
VEHCS_TRAIN_14903

Payment Amount
[Redacted] Your payment amount displays here

* Cardholder Name
[Text Input]

* Cardholder Billing Address
[Text Input]

Billing Address 2
[Text Input]

City
[Text Input]

* Country
[Dropdown: Select Country]

State/Province
[Text Input]

ZIP/Postal Code
[Text Input]

* Card Number
[Text Input]

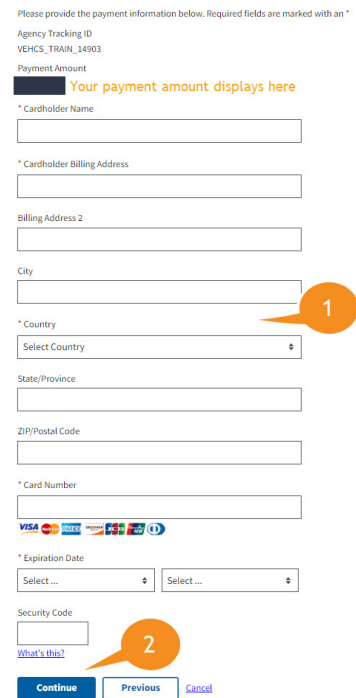
VISA [Icons]

* Expiration Date
[Dropdown: Select...] [Dropdown: Select...]

Security Code
[Text Input]

[What's this?](#)

Continue Previous Cancel



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."

Please review the payment information. Required fields are marked with an *

Agency Tracking ID
VEHCS_TRAIN_14903

Payment Amount
[Redacted] Your payment amount displays here

Payment Method
Plastic Card

Cardholder Name
[Redacted] Your cardholder name displays here

Card Type
[Redacted] Your card type displays here

Card Number
[Redacted] Your card number displays here

Cardholder Billing Address
[Redacted] Your billing address displays here

Billing Address 2
[Redacted]

City
[Redacted] Your billing city displays here

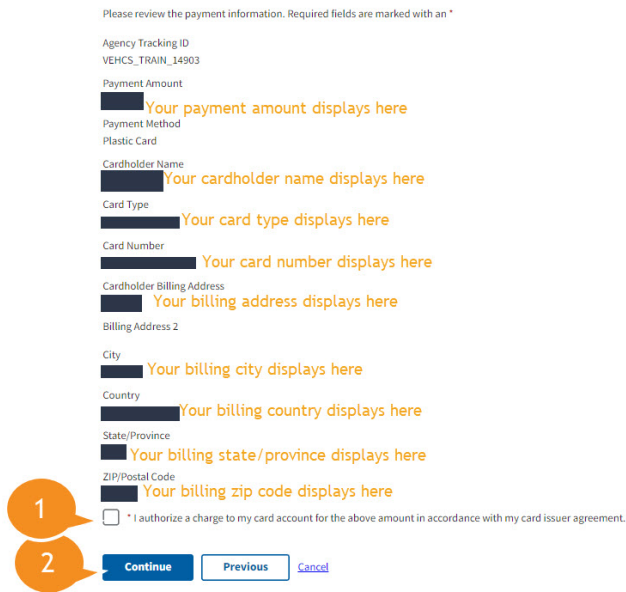
Country
[Redacted] Your billing country displays here

State/Province
[Redacted] Your billing state/province displays here

ZIP/Postal Code
[Redacted] Your billing zip code displays here

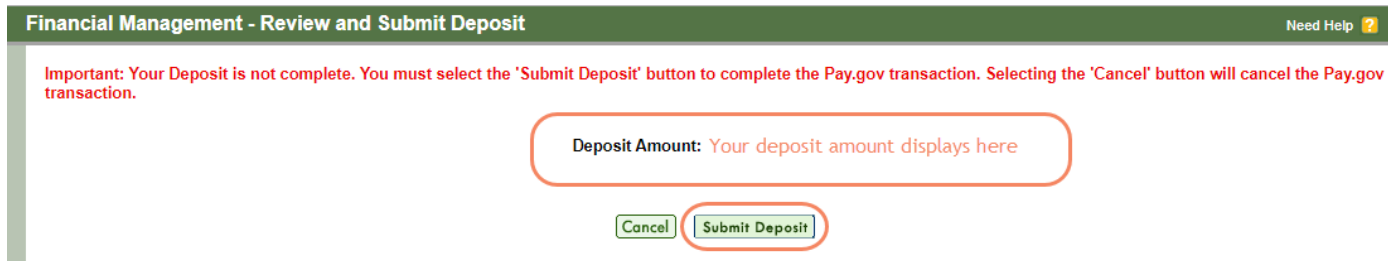
* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Continue Previous Cancel

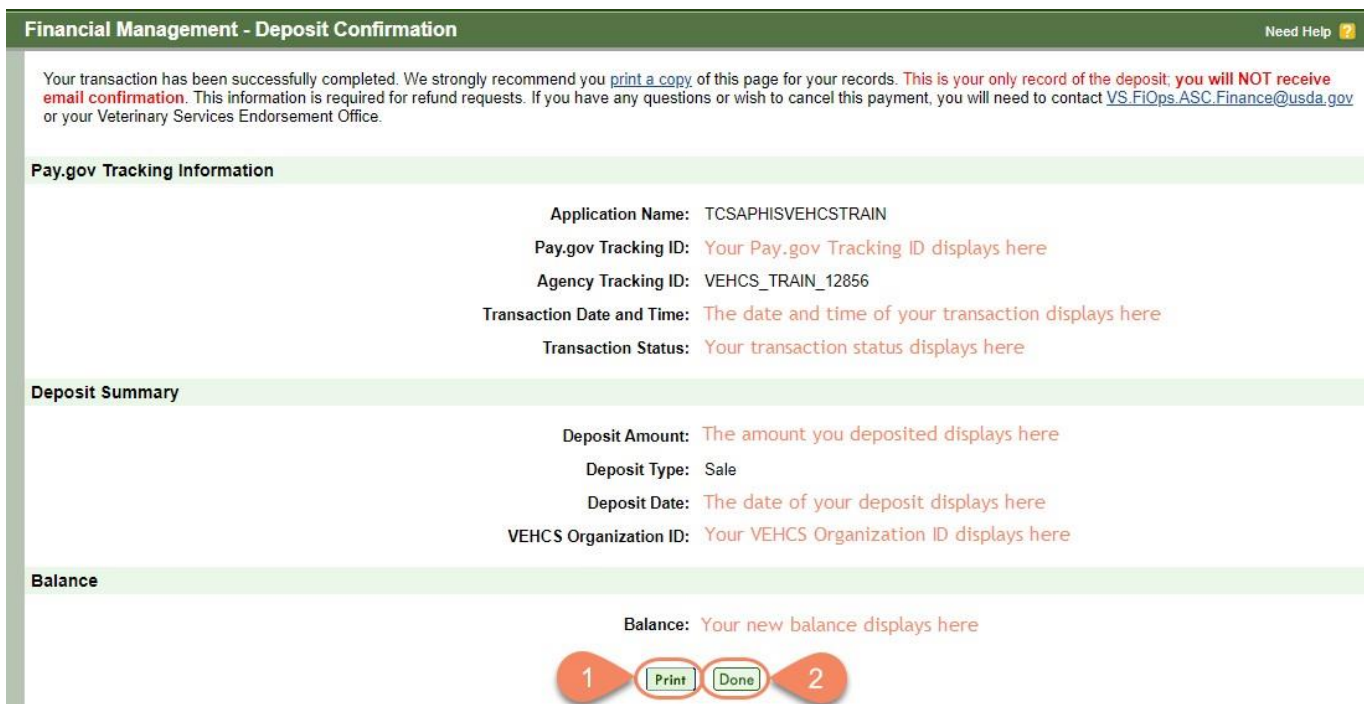


Step 5: Return to VEHCS

- 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"



9. Your new balance appears in the "Financial Management" screen.

x

Financial Management Need Help ?

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: [Help](#)