There are two options for providing payment in VEHCS:

- 1. Depositing funds into your VEHCS pre-purchase account
- 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 <u>clicking here</u>. For all other animals, contact your USDA <u>Endorsement Office</u>.

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

	USDA Anima	ed States Department of Agriculture al and Plant Health Inspection Service
		Welcome
	VEHCS Home Create Certificate With Template	Welcome to the Veterinary Export Health Cer of live animals from the United States.
1	Without Template Manage Template Data	
-	View Reports View Certificates	Messages Pre-Purchase Account Balance: \$789

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 you Fee.	r certificate can be submitted to your USDA Endorsement Office. Select the option for how you'll pay the User (Endorsement)
Items marked * are required.	
*Payment Method:	Pre-Purchase Account
	Fee will be deducted from Pre-purchase account that was funded via deposits using Financial Management.
	Your Organization's Current Account Balance: \$100.00 Add to Balance (Certificate will not be processed without adequate funds.)
	Previous Save as Work in Progress Next

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.

F	Financial Management Need Help 👔	
I	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: \$100.00 *Deposit Amount: Help Add to Balance	

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."

Payment Information Payment Amount \$24.00 I want to pay with my Bank account (ACH) Debit or credit card 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
2
Continue Previous Cancel

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 Your payment amount displays here
Payment Method ACH Debit
Account Holder Name Your account holder name displays here
Account Type Business Checking
Routing Number Your routing number displays here
Account Number 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 disclover age 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
Continue Preview Cancel

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	
Your payment amount displays here	
* Cardholder Name	
* Cardholder Billing Address	
Billing Address 2	
City	
*Country	
Select Country \$	
State/Province	
ZIP/Postal Code	
* Card Number	
* Expiration Date	
Select \$	
Security Code	
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 Your payment amount displays here Payment Method Plastic Card
	Cardholder Name Your cardholder name displays here Card Type
	Card Number Your card number displays here Cardholder Billing Address Your billing address displays here
	Billing Address 2 City Your billing city displays here
	Your billing country displays here State/Province Your billing state/province displays here
	ZIP/Postal Code 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.
2	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.

Financial Management - Review and Submit Deposit Need Help 💈
Important: Your Deposit is not complete. You must select the 'Submit Deposit' button to complete the Pay.gov transaction. Selecting the 'Cancel' button will cancel the Pay.gov transaction.
Deposit Amount: Your deposit amount displays here
Cancel Submit Deposit

 This is the only time the confirmation of your deposit is available; <u>you will NOT receive email confirmation</u>. If you need to request a refund, this information must be provided. Select "**Print**" to print the page. Then,select "**Done**"

Financial Management - Deposit Confirmation Need Help 😰	
Your transaction has been successfully completed. We strongly recommend you <u>print a copy</u> of this page for your records. This is your only record of the deposit; you will NOT receive email confirmation. This information is required for refund requests. If you have any questions or wish to cancel this payment, you will need to contact <u>VS.FIOps.ASC.Finance@usda.gov</u> or your Veterinary Services Endorsement Office.	
Pay.gov Tracking Information	
Application Name:	TCSAPHISVEHCSTRAIN
Pay.gov Tracking ID:	Your Pay.gov Tracking ID displays here
Agency Tracking ID:	VEHCS_TRAIN_12856
Transaction Date and Time:	The date and time of your transaction displays here
Transaction Status:	Your transaction status displays here
Deposit Summary	
Deposit Amount:	The amount you deposited displays here
Deposit Type:	Sale
Deposit Date:	The date of your deposit displays here
VEHCS Organization ID:	Your VEHCS Organization ID displays here
Balance	
Balance:	Your new balance displays here
1 Print	Done) 2

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

Financial Management Need Help 🤉	
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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	
*Deposit Amount: Help	
Add to Balance	