Step 1: Accessing Pay.gov within PCIT

I. From the left navigation, click on the Financial Management link.

Step 2: Applicant Organization Financial Transactions

I. Enter an organization name or Org ID and click the **Search** button.

II. Click the **Transactions** button next to the desired organization.

III. Select one of the following from the **Update Account** drop-down list:

a. "Add funds to applicant account via check/money order." Proceed to Step 3a.

b. "Add Funds to applicant account via credit card." Proceed to Step 3b

Step 3a: Add Funds to Applicant Account Via Check/Money Order

I. Click the **Next** button.

II. Enter the payment data. Fields marked with an asterisk are required.

III. Click on the **Save** Button. The *Update Confirmation* page displays.

IV. Click the **Yes** button. The *Applicant's Pre-Purchase Account Balance* page displays.

V. Click the **Ok** button. The *Applicant Organization Financial Transactions* page displays.

Step 3b: Add Funds to Applicant Account Via Credit Card

I. Enter the deposit amount

II. Click on the **Next** button. PCIT will redirect you to the Pay.gov website.

III. Enter the payment data. Fields marked with an asterisk are required.

IV. Click the **Continue** button. The Review and submit payment page displays.

V. Review your entries and select the authorization checkbox.

VI. Click the **Continue** button. Pay.gov redirects you to PCIT. The *Financial Management - Submit Deposit* page displays.

VII. Click the **Submit Deposit** button. The *Financial Management – Deposit Confirmation* page appears with details of the transaction.

VIII. Optional - Click the **Print** button for a paper confirmation of the deposit. Follow the instructions to print the data.

IX. Click the **Done** button. The PCIT Home page appears.

View An Organization's Transactions in PCIT

I. From the left navigation, click on the View Reports link.

II. Click the Debit Transaction link in the Financial Reports section.

III. Enter an organization name or Org ID and click the **Search** button.

IV. Click on the **Select** button next to the desired organization.

V. Enter your transaction date range. Choose your report type and report format.

VI. Click the **Generate Report** button. The report will open in a new window.