



Department of Energy
Washington, DC 20585



2019 Pay.gov Payment Instructions

Below are instructions for making electronic check or credit card payments to DOE. Please choose the method most convenient for you.

Please include "NBL Program Office" and our Invoice Number (ex: M19CHNBL018) or Order Number (ex: 19-021) in the 'Additional Comments' box on the forms first page.

Once payment is sent, email AR@hq.doe.gov to ensure the Department of Energy Accounts Receivable team is aware of your payment.

Option 1: Electronic Check payment (dollar limit 25,000) via Pay.gov at the following website:

<https://www.pay.gov/public/form/start/18573422>

Complete the Agency Form, including the type of payment and the bill number, and then click on the Continue button. On the Enter Payment Info screen, select method of payment (Bank Account -- Debit or Credit Card). Select Bank Account (ACH) for using a check for electronic payment and click on the Next button. Complete the required* fields and click the Review and Submit Payment button. Include "NBL PO" and our invoice number or order number in the Additional Comments field. Review the completed information. To receive an email confirmation, click the box to the left of that line and enter the email address. Please include in the cc: AR@hq.doe.gov to ensure the Department of Energy accounts receivable team is aware of your payment. Review the Authorization and Disclosure Statement, then click the box to the left of the "I agree to the Pay.gov authorization and disclosure statement". When the form is complete, click the Submit Payment button. From the confirmation page, please print a copy of the electronic receipt for your records. You will receive an email notification of the transaction as well. Please mark your personal check PAID ELECTRONICALLY.

Option 2: Debit or Credit Card payment (dollar limit 25,000) via Pay.gov at the following website:

<https://www.pay.gov/public/form/start/18573422>

Complete the Agency Form, including the type of payment and the bill number, and then click on the Continue button. On the Enter Payment Info screen, select method of payment (Bank Account -- Debit or Credit Card). Select Debit or Credit Card and click on the Next button. Include "NBL PO" and our invoice number or order number in the Additional Comments field. Complete the required* fields and click the Review and Submit Payment button. Review the completed information. To receive an email confirmation, click the box to the left of that line and enter the email address. Please include in the cc: AR@hq.doe.gov to ensure the Department of Energy accounts receivable team is aware of your payment. Review the Authorization and Disclosure Statement, then click the box to the left of the "I agree to the Pay.gov authorization and disclosure statement". When the form is complete, click the Submit Payment button. From the confirmation page, please print a copy of the electronic receipt for your records. You will receive an email notification of the transaction as well.