

Making a Payment

The screenshot shows the NASA Shared Services Center website. The main navigation bar includes links for Topics, Missions, Galleries, NASA TV, Follow NASA, Downloads, About, and NASA Audiences. The header features a large banner with the text "NASA Shared Services Center" and "Enabling Mission Success". Below the banner, there are several sections: "NASC Leadership" with a shopping cart icon, "Request Services" with a shopping cart icon, "NASA People" with an astronaut image, "NASC Services" with a building image, "Grant Status" with a rover image, "Pay NASA" with a "PAY NOW" button and a hand cursor icon, "Work for NASA" with a NASA logo, and "Contact Us" with an envelope icon. A green arrow points to the "PAY NOW" button. The footer contains the NASA logo, the text "National Aeronautics and Space Administration", and various links including "No Fear Act", "FOIA", "Privacy", "Office of Inspector General", "Office of Special Counsel", "Agency Financial Reports", and "Contact NASA".

To make a payment:

To make an online payment to NASA, access the **Pay NASA** link located on the NSSC Customer Service Website towards the bottom of the page at: <https://www.nasa.gov/centers/nssc>. Click on the **Pay Now** link.

Transaction Types


Direct

For Direct Transaction Type:

- Select the appropriate NASA Center from the NASA Center drop-down menu.
- Select Direct from the Transaction Type drop-down menu.
- Fill the required information marked with a red asterisks and additional information if applicable.
- Click the Submit button.

NASA Shared Services Center

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NSSC Pay.Gov Request Form

Please select entries before submitting.

NASA Center:	<input type="text" value="HQ - NASA Headquarters/NSSC"/>	*Bill/Debt ID Number:	<input type="text"/>
Transaction Type:	<input type="text" value="Direct"/>	Contract/PO Number:	<input type="text"/>
*Amount:	<input type="text"/>	*Type of Debt:	<input type="text"/>
		*Contact Phone Number:	<input type="text"/>

*** Entry Required**

Transaction Types


SEWP Fee

For SEWP Fee Transaction Type:

- Select the appropriate NASA Center from the NASA Center drop-down menu.
- Select SEWP Fee from the Transaction Type drop-down menu.
- Fill the required information marked with a red asterisks and additional information if applicable.
- Click the Submit button.

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NSSC Pay.Gov Request Form

Please select entries before submitting.

NASA Center:	<input type="text" value="HQ - NASA Headquarters/NSSC"/>	*Contact Phone Number:	<input type="text"/>
Transaction Type:	<input type="text" value="SEWP Fee"/>	*Customer Number:	<input type="text"/>
*Amount:	<input type="text"/>	*Contract Number:	<input type="text"/>
		*Account Type:	<input type="text"/>

*** Entry Required**

Transaction Types

Advances

For Advances Transaction Type:

- Select the appropriate NASA Center from the NASA Center drop-down menu.
- Select Advances from the Transaction Type drop-down menu.
- Fill the required information marked with a red asterisks and additional information if applicable.
- Click the Submit button.

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NSSC Pay.Gov Request Form

Please select entries before submitting.

NASA Center: <input type="text" value="HQ - NASA Headquarters/NSSC"/>	NASA Agreement Number: <input type="text"/>
Transaction Type: <input type="text" value="Advances"/>	*Business Contact Name: <input type="text"/>
*Amount: <input type="text"/>	*Company Name: <input type="text"/>
	*Contact Phone Number: <input type="text"/>
	Email Address: <input type="text"/>
	*NASA POC Name: <input type="text"/>

* Entry Required

Payment Method

A payment type option screen will appear. Payments can be made using an ACH Debit or a Credit Card.

HQ Accounts Receivable Collection



Payment Information
Payment Amount

I want to pay with my


Bank account (ACH)

Debit or credit card

[Cancel](#)

Debit/Credit Card Payment Method

HQ Accounts Receivable Collection



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

Agency Tracking ID

Payment Amount

* Cardholder Name

* Cardholder Billing Address

Billing Address 2

City


* Country

Select Country *

State/Province

ZIP/Postal Code

* Card Number



* Expiration Date

Select ... * Select ... *

* Security Code


[What's this?](#)

[Cancel](#)

- For credit or debit card payments you will need:
 - Card Holder Name
 - Billing Address
 - Card Number
 - Security Code
 - Expiration Date
- Enter payment information in the fields provided. The required fields are marked with a red asterisk.
- Click Continue if the payment information entered is correct. To cancel the payment, click the Cancel button.

ACH Payment Method

HQ Accounts Receivable Collection




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

Agency Tracking ID

Payment Amount
\$

* Account Holder Name

* Account Type
Select ...



* Routing Number

* Account Number

* Confirm Account Number

[Continue](#) [Previous](#) [Cancel](#)

- For Bank Account (ACH) payments you will need:
 - Account Holder Name
 - Account Type
 - ABA Routing Number
 - Account Number
- Enter payment information in the fields provided. The required fields are marked with a red asterisk.
- Click Continue if the payment information entered is correct. To cancel the payment, click the Cancel button.

Credit Card Review Page

HQ Accounts Receivable Collection



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

Agency Tracking ID

Payment Amount

\$1.00

Payment Method

Plastic Card

Cardholder Name

John Doe

Card Type

MASTERCARD

Card Number

*****5100

Cardholder Billing Address

123 Main Street

Billing Address 2

City

City

Country

United States

State/Province

MS

ZIP/Postal Code

39529

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

[Continue](#)

[Previous](#)

[Cancel](#)

- ▶ Review and read the “Authorization and Disclosure” statement.
- ▶ Check the agreement box and click **Continue.**

Check or Savings Review Page

HQ Accounts Receivable Collection



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

Agency Tracking ID

Payment Amount

\$1.00

Payment Method

ACH Debit

Account Holder Name

John Doe

Account Type

Business Checking

Routing Number

Account Number

*****3456

[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, Consumer

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language 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 until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on

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

[Continue](#)

[Previous](#)

[Cancel](#)

- Review and read the “Authorization and Disclosure” statement.
- Check the agreement box and click **Continue**.

Finalize Transaction Page

NSSC Pay.Gov Request Form (FINALIZE TRANSACTION)

Please select entries before submitting.

NASA Center: HQ - NASA Headquarters/NSSC

*Contact Phone Number: 123-456-4561

Transaction Type: SEWP Fee

*Customer Number: 12345

*Amount: 1.00

*Contract Number: NX123

*Account Type: Sewp

Confirmation Email: To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email:

Confirm Email:

CC:
Separate multiple emails with a comma

To finalize the Pay.Gov transaction - press Confirm.

To void the transaction - press Cancel.

Confirm

Cancel

Successful Payment Confirmation

- ▶ Upon successful processing of the payment, the Payment Confirmation screen is displayed.
- ▶ The Pay.gov Tracking ID is shown which can be used to track the payment in any follow-up activity.
- ▶ This screen can be printed or an electronic copy saved for the user's records.

