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 asterisk and additional information if applicable.
- Click the Submit button.

![NSSC Pay.Gov Request Form](image-url)
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.

NASA Shared Services Center

NSSC Pay.Gov Request Form

Please select entries before submitting.

NASA Center: HQ - NASA Headquarters/NSSC

Transaction Type: SEWP Fee

*Amount: 

*Contact Phone Number: 

*Customer Number: 

*Contract Number: 

*Account Type: 

* Entry Required

Submit  Reset
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.
A payment type option screen will appear. Payments can be made using an ACH Debit or a Credit Card.
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.
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.
Review and read the “Authorization and Disclosure” statement.

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

Check the agreement box and click **Continue**.
Finalize Transaction Page

Please select entries before submitting.

**NSSC Pay.Gov Request Form (FINALIZE TRANSACTION)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>NASA Center</td>
<td>HQ - NASA Headquarters/NSSC</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>SEWP Fee</td>
</tr>
<tr>
<td><em>Amount</em></td>
<td>1.00</td>
</tr>
<tr>
<td><em>Contact Phone Number</em></td>
<td>123-456-4561</td>
</tr>
<tr>
<td><em>Customer Number</em></td>
<td>12345</td>
</tr>
<tr>
<td><em>Contract Number</em></td>
<td>NX123</td>
</tr>
<tr>
<td><em>Account Type</em></td>
<td>Sewp</td>
</tr>
</tbody>
</table>

**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.