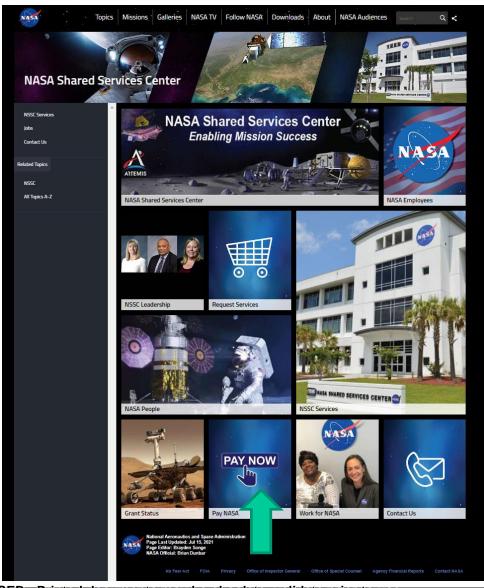
Making a Payment



To make a payment:

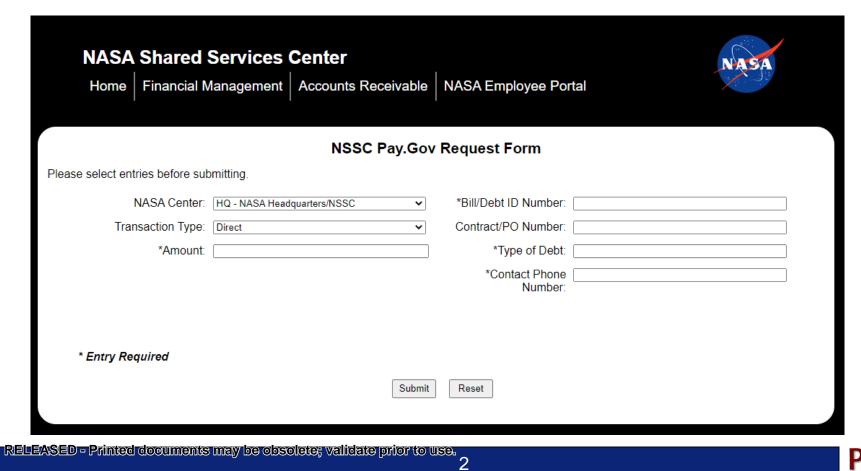
To make an online payment to NASA, access the *Pay NASA* link located on the NSSC Customer Service Website towards the bottom of the page at: https://www.nasa.gov/centers/nssc. Click on the *Pay Now* link.

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.



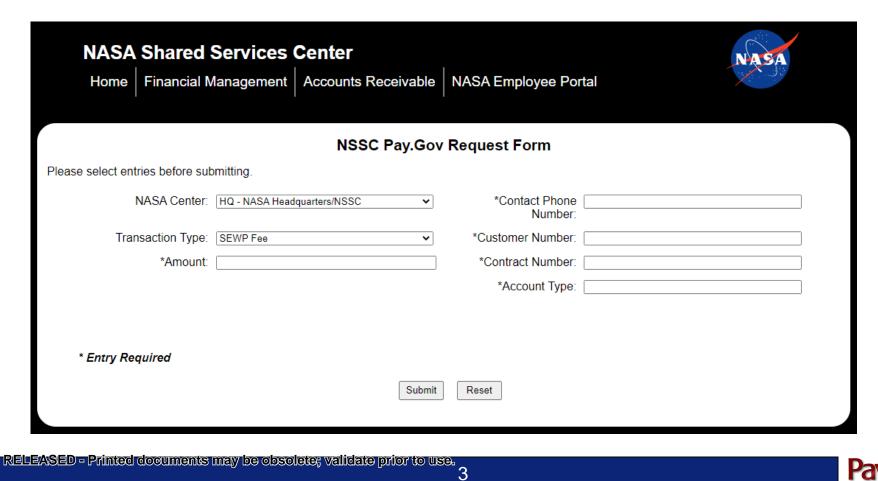


Transaction Types

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.



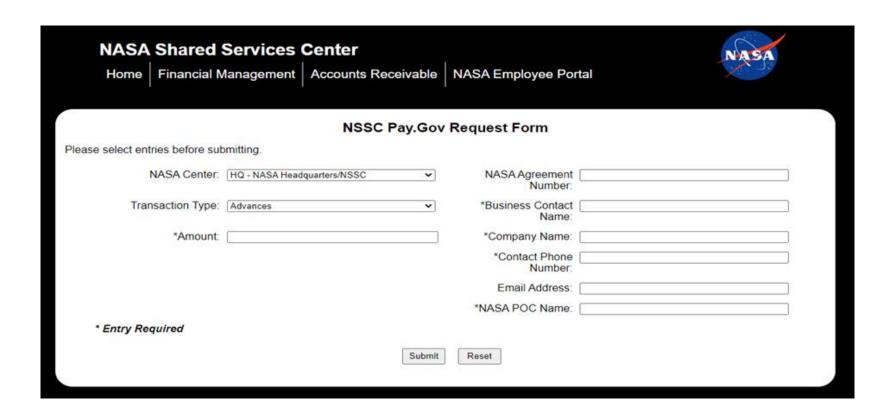


Transaction Types

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.





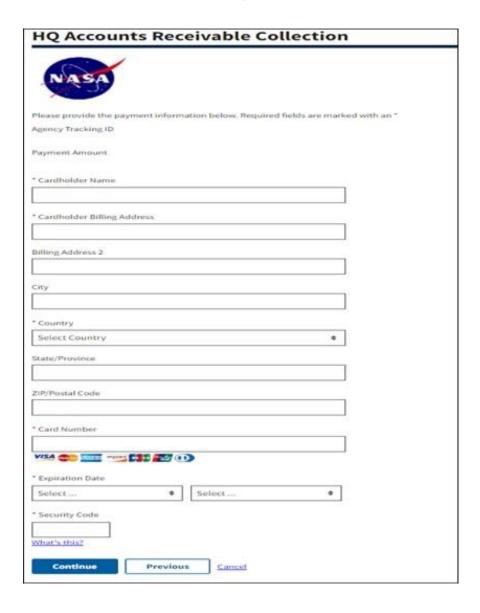
Payment Method

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





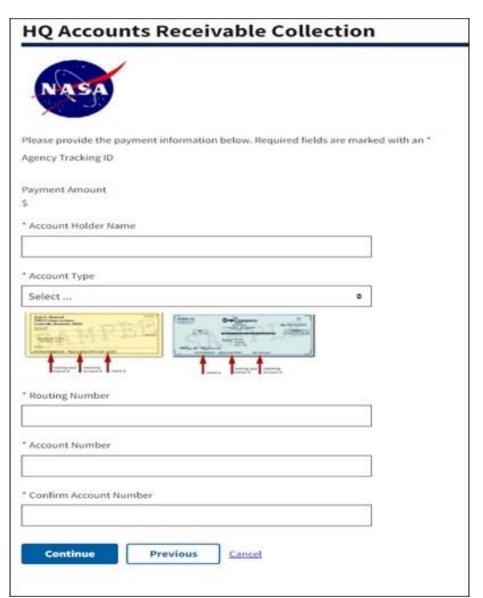
Debit/Credit Card Payment Method



- 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.

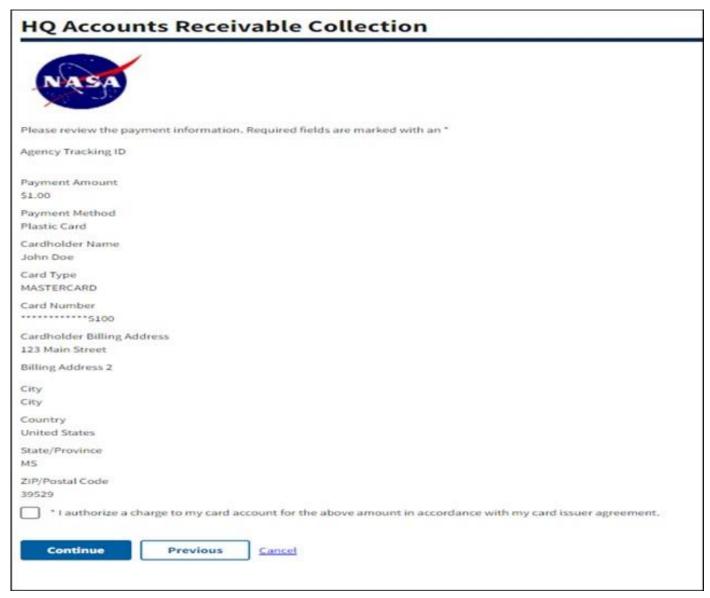


ACH Payment Method



- 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.

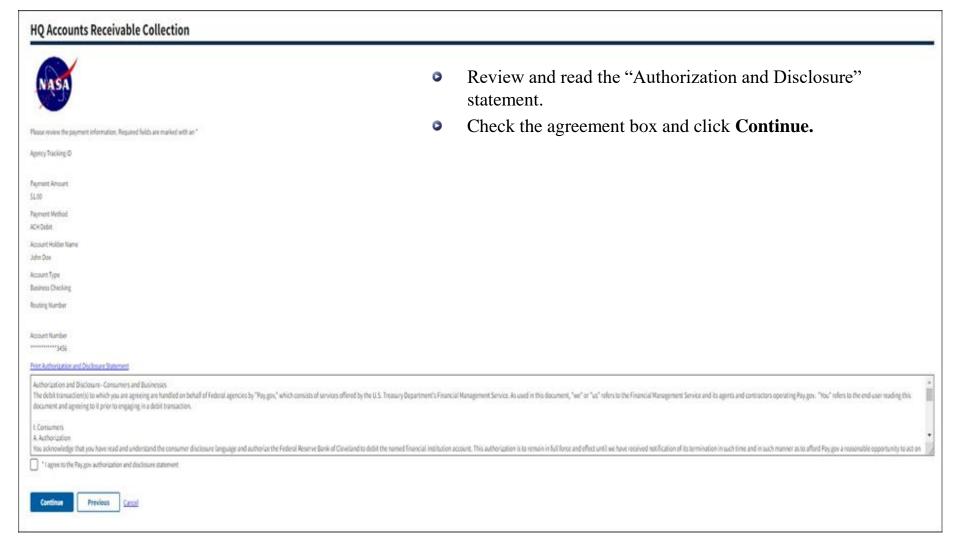
Credit Card Review Page



- Review and read the "Authorization and Disclosure" statement.
- Check the agreement box and clickContinue.



Check or Savings Review Page



Finalize Transaction Page

NSSC Pay.Gov Request Form (FINALIZETRANSACTION) Please select entries before submitting.			
	HQ - NASA Headquarters/NSSC SEWP Fee 1.00	*Contact Phone Number: *Customer Number: *Contract Number: *Account Type:	123-456-4561 12345 NX123 Sewp
	^		
	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.

