Pay.Gov Instructions

Please use the following instructions to submit payment for your credential via Pay.gov. When submitting your application, please ensure that you include a copy of your receipt.

1. Open the Pay.Gov website.

2. Click **Continue to the Form** link at the bottom right side of the web page.

3. Enter all * Denotes required fields information under **Applicant/Mariner Details**.
4. Select the appropriate payment type from the drop-down menus under **Please select what you need to pay for**.

5. Check the total fees to the right of the screen.

6. If the fees are correct, select **Continue** at the bottom of the page.

**NOTE:** Not all applications require an examination fee. If a fee is applicable, it can be paid at the same time as your evaluation fee, or you can choose to pay it prior to going to the Regional Exam Center (REC) to test. However you will be required to select a drop-down.

**NOTE:** The issuance fee can be paid at the same time as your evaluation fee, or you can choose to pay it at a later date. Your completed credential cannot be mailed until this fee is paid. However you will be required to select a drop-down.

7. Once you’ve clicked **Continue**, you will be taken to the **Payment Information** page.

8. Use your bank account or debit/credit card submit payment. Choose your method of payment and click **Next**.

9. Fill in required account information and click **Review and Submit Payment**.

10. Once you click **Review and Submit Payment**, you will be provided with a summary of your payment. If the information is correct, click **Submit Payment**.

11. You will be provided with a receipt page. Save a copy for your records and print another receipt for your application packet.

**NOTE:** You **MUST** send a copy of your receipt with your application.