



## NOTICE

### IMPLEMENTATION OF PAY.GOV

We are pleased to announce that the U.S. Department of State has entered into an Agreement with the U.S. Department of Treasury's Financial Management Service to participate in an electronic payment system known as "Pay.gov." Adoption of this payment mechanism will streamline our review of those program requests (program extension, change of category, reinstatement, and reinstatement – update SEVIS status) that require the payment of a fee. The Department is requesting that Exchange Visitor Program Sponsors facilitating college/university student, short-term scholar, professor, research scholar, specialist, international visitor and government visitor programs register with "Pay.gov." All sponsors must be registered no later than August 31, 2007.

Pay.gov is a secure, Government-wide financial management transaction portal managed by FMS, and developed in cooperation with Cleveland Federal Reserve Bank and Bank of America. Currently, the Exchange Visitor Program Sponsors under the Private Sector Division are using Pay.gov to pay for the types of program requests referenced above. The Department is accepting electronic payments from checking accounts via Automated Clearing House (ACH) at Cleveland Federal Reserve Bank and credit card collections with settlement provided by Bank of America. The ACH is a funds transfer network that provides for interbank clearing of electronic entries by participating financial institutions. On August 31, the Department will no longer accept paper checks or money orders from your organization or from individual exchange visitors requesting program extensions, changes of category, and reinstatements.

Please complete the attached "Pay.Gov Enrollment Form" within ten business days from the date of this letter and email it to [Abellie@state.gov](mailto:Abellie@state.gov). Your organization must identify two Pay.gov users. These users will be the only individuals permitted to access the Pay.gov system. When the Department receives the requested information, we will forward it to Cleveland Federal Reserve Bank for processing so that your account can be established. The Cleveland Federal Reserve Bank will provide an email message containing a User ID to each

approved user. The users will be required to contact Pay.gov upon receiving their User ID to acquire their temporary password and instructions for setting up a new password. Each user will also receive via email a “Users Manual” developed by this office. This manual provides instruction on how to access the Pay.gov System and to use the “Exchange Visitor Program (EVP) Fee Payment” form to electronically transfer funds via ACH or Credit Card for the payment of fees relating to program requests. You may wish to also review the website <https://www.pay.gov> to obtain more information about Pay.gov.

Please contact Ida Abell at 202-203-5073 if the staff you identified as the users of Pay.gov experiences any difficulty using the System. We also welcome suggestions sponsoring organizations may have for the improvement of the System.

June 26, 2007



