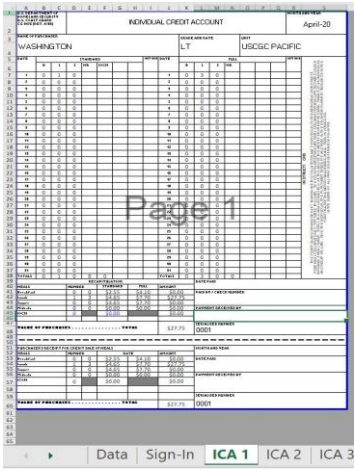
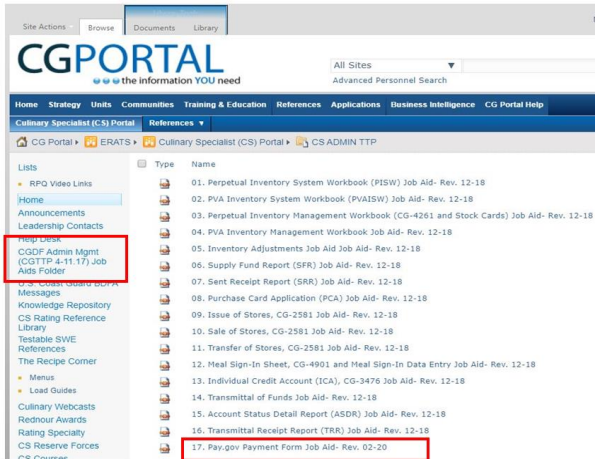


Job Aid: How to Complete a Sale of Meals with Pay.gov

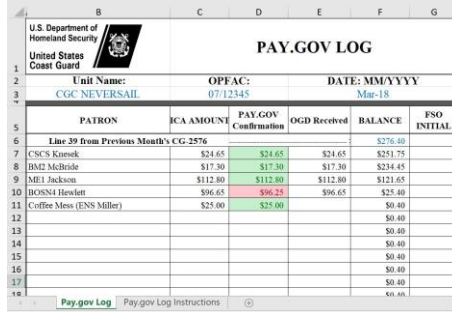
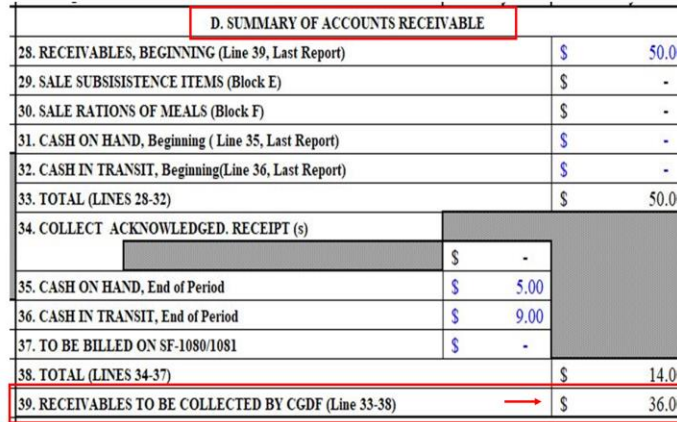
Instructions: This Job Aid explains how an FSO processes an end-of-month ICA bill for a patron who uses Pay.gov to pay their ICA bill with a credit card.

STEP	ACTION
1	CONFIRM patron is paying their end-of-month ICA bill with a credit card , thereby requiring Pay.gov for payment processing.
2	<p>At month's end, OBTAIN the following:</p> <ul style="list-style-type: none"> • Printer • Previous month's CG-2576 • Individual Credit Account (ICA) Workbook Form CG-3476 that contains: <ul style="list-style-type: none"> ○ Name of each patron who has an ICA account at your unit. ○ Number and type of meals each patron purchased that month. ○ Total patron ICA bill for the month. • Computer with access to USCG email • End of Month Folder
Phase 1. Initiate ICA billing process.	
3	<p>At month's end, SAVE a digital copy of each patron's individual ICA bill (sample ICA bill at right) from the ICA workbook.</p> 
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Job Aid: How to Complete a Sale of Meals with Pay.gov, Continued

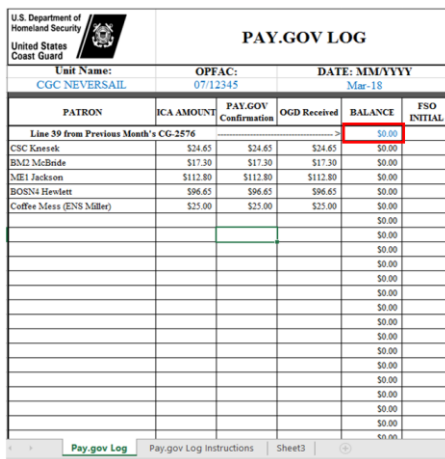
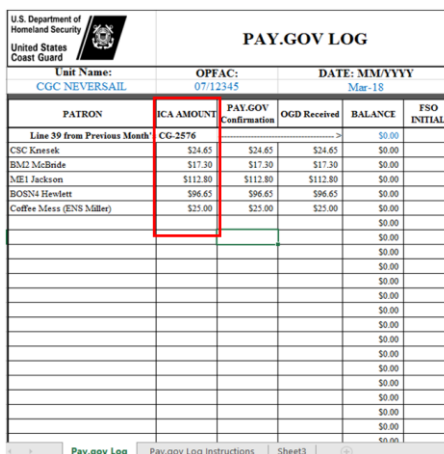
STEP	ACTION	
4	<p>At month's end, SEND each ICA patron an individual email that includes:</p> <ul style="list-style-type: none"> ICA bill attached to email Pay.gov website FSO name in the body of the email FSO email in the body of the email <p>Note: Patron <u>must</u> have FSO <u>name</u> and FSO <u>email</u> for patron's Pay.gov billing process in order to ensure FSO receives an email from Pay.gov confirming payment.</p>	
5	Regarding Pay.gov use by Patron:	
	IF	THEN
	<p>If patron does not know how to use Pay.gov to pay their bill...</p>	<p>REFER patron to CS Portal JA "Pay.gov Payment Form"</p> <ol style="list-style-type: none"> Go to CS Portal https://cg.portal.uscg.mil/communities/erats/CS In left column, Click "CGDF Admin Mgmt. (TTP 4-11.17) Job Aids Folder" Click on #17. Pay.gov Payment Form. 
	If patron knows how to use Pay.gov...	Go to next step.
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Job Aid: How to Complete a Sale of Meals with Pay.gov, Continued

STEP	ACTION
6	<p>DOWNLOAD a digital Pay.gov Log form from the CS Portal to open it.</p> 
7	<p>Referring to previous month's CG-2576, Block D "Summary of Accounts Receivable", LOOK UP the total amount on Line 39's "Receivables to be collected by CGDF" (to be used in next step).</p> 

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Job Aid: How to Complete a Sale of Meals with Pay.gov, Continued

STEP	ACTION
Phase 2. Complete Pay.gov Log	
8	<p>On digital Pay.gov Log form, TYPE amount from previous month's CG-2576 Block D "Summary Accounts Receivables" Line 39 into the "BALANCE" Column (first Line, blue font) on Pay.gov Log.</p>  <p>The screenshot shows the PAY.GOV LOG form for Unit Name: CGC NEVERSAIL, OPFAC: 0712345, and DATE: Mar-18. The form has columns for PATRON, ICA AMOUNT, PAY.GOV Confirmation, OGD Received, BALANCE, and FSO INITIAL. The 'BALANCE' column for the first line (Line 39 from Previous Month's CG-2576) is highlighted in red.</p>
9	<p>In the Pay.gov Log:</p> <ol style="list-style-type: none"> TYPE name of each patron with an ICA account at your unit in "PATRON" Column (far-left). TYPE "ICA Amount" stated on each patron's ICA account bill in the "ICA AMOUNT" Column.  <p>The screenshot shows the PAY.GOV LOG form for Unit Name: CGC NEVERSAIL, OPFAC: 0712345, and DATE: Mar-18. The form has columns for PATRON, ICA AMOUNT, PAY.GOV Confirmation, OGD Received, BALANCE, and FSO INITIAL. The 'ICA AMOUNT' column for the first line (Line 39 from Previous Month's CG-2576) is highlighted in red.</p>
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