

TTB

Pay.gov Access and User Profile User Guide



Alcohol and Tobacco Tax and Trade Bureau

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Introduction

Welcome to Pay.gov, the Alcohol and Tobacco Tax and Trade Bureau's (TTB's) System for electronic form filing and payment of excise taxes.

What Does This Guide Cover?

This guide shows you how to:

- Log into the Pay.gov system;
- Navigate the Pay.gov system;

For information about using this system and how to obtain technical support, please visit the pay.gov web site: <http://www.ttb.gov/epayment.htm>.

What Does This Guide Not Cover?

This guide does not contain information regarding enrollment. For enrollment information, please go to <http://www.ttb.gov/epayment/gettingstarted.htm>. Also, the guide does not contain all the specific instructions for completing each form. If you have any questions about completing or filing any form, contact your TTB Specialist at (513) 684-3334 or toll free at 1-877-882-3277. All of the applicable forms can be viewed or printed at <http://www.ttb.gov/forms/index.htm>.

For information regarding other Pay.gov functions and forms, please refer to separate User Guides, including:

- TTB Pay.gov Excise Tax Return and Payment Electronic Submission User Guide
- TTB Pay.gov Brewer's Report of Operations Electronic Submission User Guide
- TTB Pay.gov Brewpub Report of Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Denaturing Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Processing Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Production Operations Electronic Submission User Guide
- TTB Pay.gov DSP Report of Storage Operations Electronic Submission User Guide
- TTB Pay.gov Monthly Report -Tobacco Products Importer Electronic Submission User Guide
- TTB Pay.gov Proprietor of Export Warehouse Electronic Submission User Guide
- TTB Pay.gov Report – Manufacturer of Tobacco Products or Cigarette Papers and Tubes Electronic Submission User Guide
- TTB Pay.gov Report of Wine Premises Operations Electronic Submission User Guide

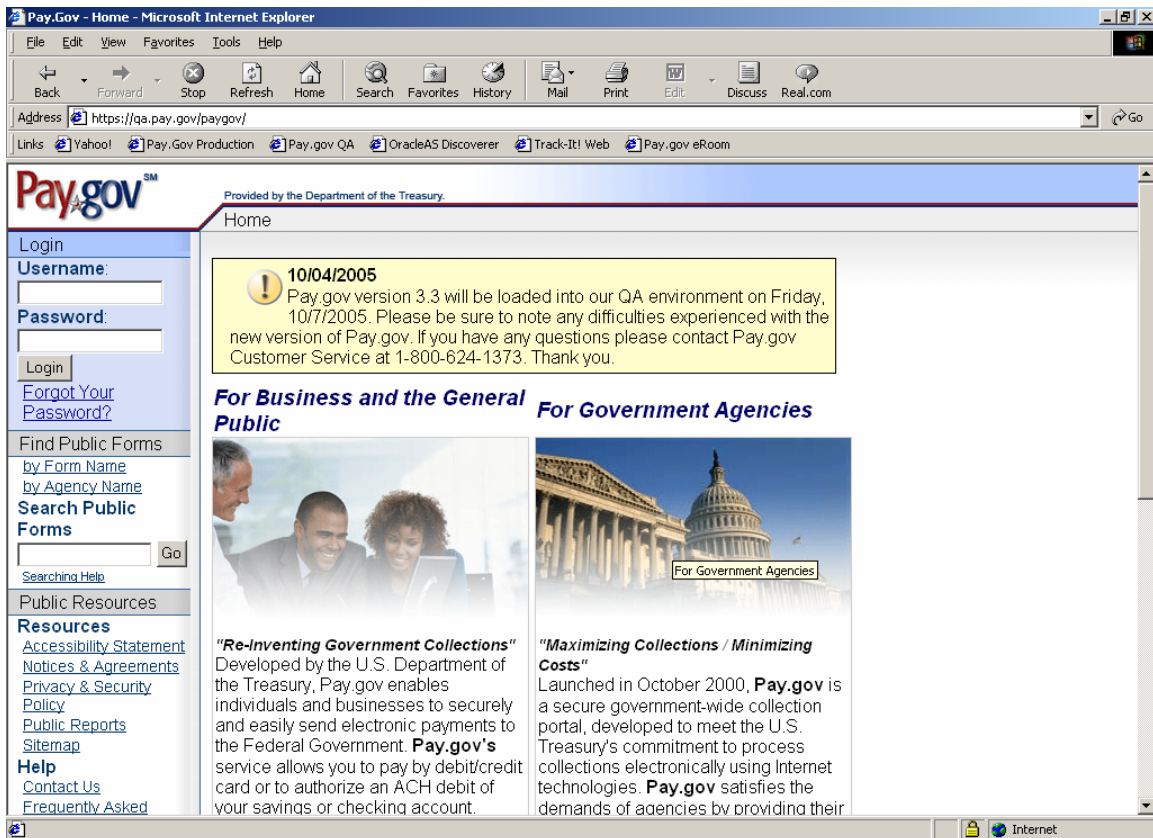
How Do I Access Pay.gov?

If you have problems accessing Pay.gov, including password or connection problems, please contact Pay.gov Support at 1-800-624-1371 Ext. 2 or pay.gov.clev@clev.frb.org.

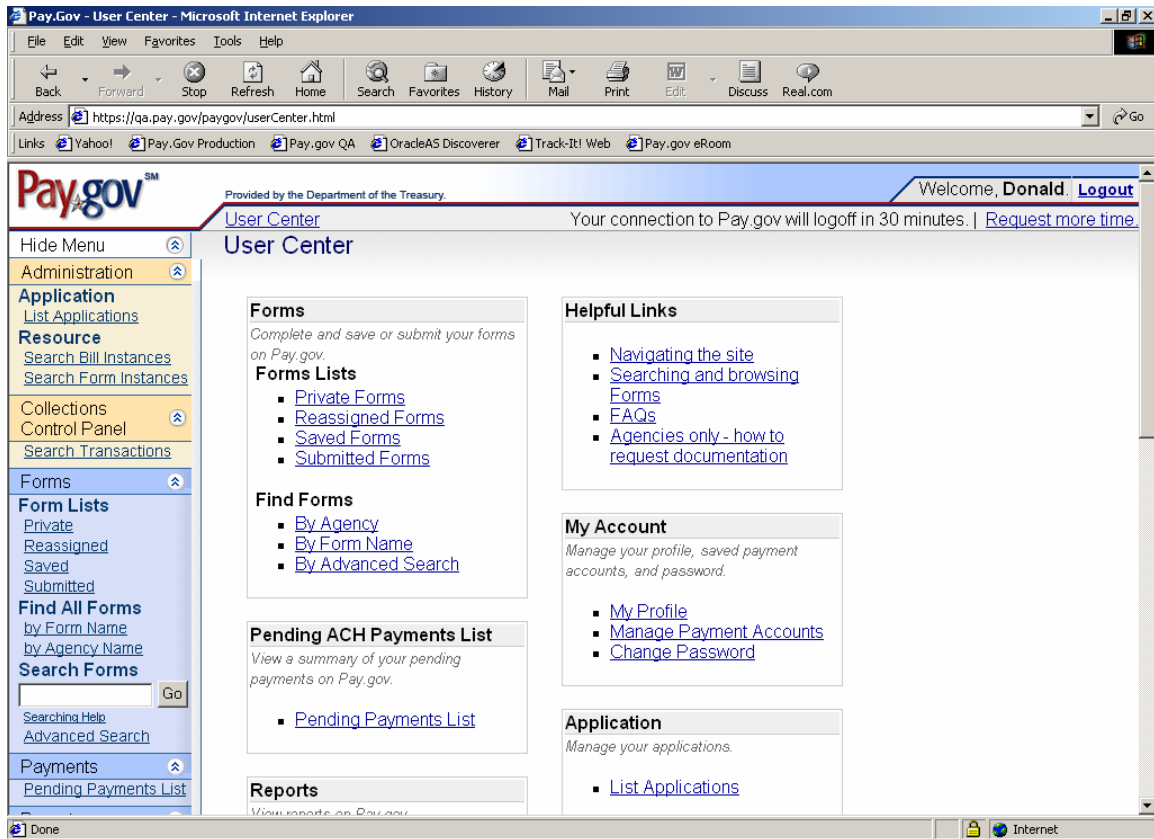
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Follow these steps to log into the Pay.gov system (Please note that there may some wait time in between pages):

1. Open your web browser (Internet Explorer 6.0 – recommended, Internet Explorer 5.5 or higher and Netscape 4.2 or higher are supported).
2. Type in the following URL: **http://www.ttb.gov/epayment.htm**. Then click on *Connect to Pay.gov*. The following screen appears:



3. Place the cursor in the USERNAME box and type in your username.
4. Press the *tab* key.
5. Type in your password.
6. Click the *Login* button.
7. The following screen appears:



8. You are now logged into the Pay.gov User Center. The session is secure at this point.

How Do I Change or Reset My Password?

Changing or Resetting Your Password:

(NOTE: Once you enroll in TTB's Pay.gov program, you will be given a username and initial password. You will then be asked to change your password.)

1. Go to the TTB - Pay.gov site: **<http://www.ttb.gov/epayment.htm>**
2. At this link, click on *Connect To Pay.gov*. The User Login screen will then be displayed.
3. Enter your username and password (which are case sensitive) in the specified fields and click on *Login*.
4. Once you are in, select *Change Password* under the "My Account" Section of the screen.
5. On the following screen, please enter your old password and your new password twice. After you enter the information, click on *Change Password*.

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Note: Your password must be at least eight characters long and it must contain both letters and numbers.

How Do I Create/Update a User Profile?

1. Under USER CENTER, click on *My Profile*. The following screen appears:

Pay.gov - Edit User Profile - Microsoft Internet Explorer

Address: https://qa.pay.gov/paygov/accounts/ll/EditUserProfile.html

Links: Yahoo! Pay.Gov Production Pay.gov QA OracleAS Discoverer Track-It! Web Pay.gov eRoom

Pay.gov SM
Provided by the Department of the Treasury
Welcome, Donald. Logout
User Center
Your connection to Pay.gov will logoff in 30 minutes. | Request more time.

Hide Menu
Administration
Application
List Applications
Resource
Search Bill Instances
Search Form Instances
Collections
Control Panel
Search Transactions
Forms
Form Lists
Private
Reassigned
Saved
Submitted
Find All Forms
by Form Name
by Agency Name
Search Forms
Searching Help
Advanced Search
Payments
Pending Payments List

System Message

- Your profile was successfully saved.

Required Fields are marked with an asterisk*.

Name : Donald James
Login name : DonaldJames1
Address 1 : 550 Main Street *
Address 2 : Room 8002
City : Cincinnati *
State/Province : Ohio - OH *
ZIP/Postal Code : 45202 *
Country : United States *
Phone : 8773323277 *
Fax :
Primary Bank Account : Bank - BusinessChecking ...3456
Primary Credit Card : Please create a Credit Card Payment Account
 Enter Company Address
Company Name : Name *

- a. Complete this screen and/or carefully review this screen for accuracy. Information from your User Profile will be used to populate fields on each of your forms. If you do not complete this information accurately, it will not be accurate when you submit the forms to TTB.
- b. Verify that your name is accurate, as it will appear in the signature block of all of your forms. Your name should be approved for signature authority on file with TTB for your company.
- c. Complete your business address as it appears on your current permit/registration. If you have more than one location, leave the address information for your business blank, so that you can fill it in on each form. **IF THE CURRENT INFORMATION ON YOUR PERMIT/REGISTRATION IS NOT CORRECT,**

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YOU MUST CONTACT YOUR TTB SPECIALIST AT (513) 684-3334 OR TOLL FREE AT 1-877-882-3277 IMMEDIATELY.

- d. All taxpayers using Pay.gov to pay excise taxes electronically via ACH should have their account information completed in the non-required fields.
- e. Click the *Save* button.

How Do I Complete a New Form?

1. From the USER CENTER SCREEN, click on *Private Forms* under the *Forms* Listing.
2. The following screen should appear:

The screenshot displays the 'Private Forms List' page on the Pay.gov website. The browser window title is 'Pay.gov - Private Forms List - Microsoft Internet Explorer'. The address bar shows the URL: <https://qa.pay.gov/paygov/listPrivateForms.html?nc=1131133109678>. The page header includes the Pay.gov logo, 'Provided by the Department of the Treasury', and a user greeting: 'Welcome, Donald. Logout'. Below the header, there is a 'User Center' link and a notification: 'Your connection to Pay.gov will logoff in 30 minutes. | Request more time.' The main content area is titled 'Private Forms List' and shows a search results page with 14 results. The results are sorted by 'Form Name'. The visible results are:

Form Name	Form Number	OMB Number	Agency Name	Link
Brewers Report of Operations	TTB F 5130.9	1513-0015	Department of the Treasury	https://qa.pay.gov/paygov/forms/formInstance.html?agencyFormId=2615
Brewpub Report of Operations	TTB F 5130.26	1513-0015	Department of the Treasury	https://qa.pay.gov/paygov/forms/formInstance.html?agencyFormId=2616
Excise Tax Return	TTB F 5000.24	1512-0467	Department of the Treasury	https://qa.pay.gov/paygov/forms/formInstance.html?agencyFormId=2621

3. Carefully review the list of form names and determine which form you need to complete.
4. Click on the *Name* of the form you need to complete. (Note: You may need to advance to the second page to find the form you want.)