# ACCS USER GUIDE

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## PART 1 USER REGISTERS



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# PART 2 SUBMIT PAYMENT



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## PAYMENT ENTRY SCREEN ENTER PAYMENT DATA THEN HIT SUBMIT BUTTON

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AUTHORIZE PAYMENT SCREEN (TOP) ENTER E-MAIL ADDRESS TO RECEIVE CONFIRMATION CLICK ON AUTHORIZATION BOX

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	reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.	
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<u></u>	Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions. Submit Payment Cancel Return To Your Form	~
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## AUTHORIZE PAYMENT SCREEN (BOTTOM) HIT SUBMIT PAYMENT SCREEN BUTTON

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CONFIRMATION SCREEN

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Your transaction has been successfully completed.		
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Payment Agency Tracking ID: 120000958215		
Name On Account: ACME WEST		
Payment Amount: \$150.00 Payment Date: Aug 21 2006 9:42:26 AM		
Account Type: Business Checking		
Routing Number: 043000261 Bank Account Number: X9999		
Transaction Date: Aug 18, 2006 9:42:27 AM		
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CONFIRMATION E-Mail FROM PAY.GOV

# PART 3 SUBMIT ANOTHER PAYMENT



#### CLICK ON RETURN TO YOUR FORM SEARCH RESULTS (NEXT TO LAST LINE ON PAGE)



### CLICK ON MOCAS-ACCS (IN BLUE)



#### CLICK ON ENTER

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	Please avoid using your Enter key - this may lead to incomplete data being transmitted. Please use the Submit Data button to submit your form. Contact us: <u>CCO-CAS-EFT-COLLECTIONS@DFAS.MIL</u>	
	Credit Invoice # Shipment Number	
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#### ENTER PAYMENT DATA AND PROCEED

SAME AS PAGES 13-19

# PART 4 CHECK PAYMENT STATUS

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Change preferences		
2 Learn more about Search Companion FIRSTGOV		

# THREE BUSINESS DAYS AFTER PAYMENT SUBMISSION, USER SIGNS ON, WITH USERID AND PASSWORD, THEN CLICK ON LOGIN BUTTON



UNDER FORMS LIST, CLICK ON SUBMITTED

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LISTED ABOVE ARE TWO PAYMENTS, PLEASE LOOK UNDER THE COLUMN PAYMENT STATUS PAYMENT STATUS = RETIRED, PAYMENT REJECTED PAYMENT STATUS = SETTLED, PAYMENT ACCEPTED IF YOU DOUBLE CLICK ON THE VIEW PDF, AND ARROW DOWN TO THE SECOND PAGE, YOU WILL SEE THE FOLLOWING INFO

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	- Paid by DFAS Columbus Center North, South, or West Entitlement	
	- Administered By Defense Contract Management Agency Please Verify this information on the front page of your contract or contact DFAS Columbus Customer Service at: 1-800-756-4571 (Option 1 for MOCAS payments)	
	Contact us: <u>CCO-CAS-EFT-COLLECTIONS@DFAS.MIL</u>	
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## PAGE 1 OF PRINT SCREEN, USE THE SCROLL BAR TO GO TO PAGE 2

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## PAGE 2 OF DETAILED PAYMENT INFO DETAILED DATA FOR REJECTED PAYMENT

# PART 5 ACCS CONTACT INFORMATION

Questions regarding the Automated CAS Collection System can be directed to: CCO-CAS-EFT-Collections@DFAS.mil

The ACCS User Guide, Lessons Learned and ACCS Overview can be found at http://www.dfas.mil/contractorpay/accs.html