

# LANL Credit Card Payments Guide

---

This guide provides instructions for making online credit card payments to Los Alamos National Laboratory.

If you are a LANL employee attending a LANL sponsored event that requires a registration fee, please contact the event coordinator and provide them with your charge code. Do not submit your payment online.

To access the Laboratory's online payment website, use the following link:

<http://www.lanl.gov/orgs/cfo/payment/>



The screenshot shows the LANL online payment website. At the top left is the Los Alamos National Laboratory logo (EST. 1943). At the top center is a search bar with a "Search" button and a link to search scientific literature. At the top right is a "Phone" icon. The main content area has the heading "Please enter all information." followed by a dropdown menu for "This payment is for ... [select one]:". Below that is a text input field for the payment amount, with instructions: "Enter the payment amount in the following format: 9999.99 - do not use comma (,) or \$". A "Review Payment" button is located to the right of the amount field. At the bottom, there is a navigation menu with links: "About Us | Contact Us | Jobs | Library | Maps | Museum | Emergencies | Inside LANL | Inside Phone | Site Feedback". The footer text reads: "Operated by Los Alamos National Security, LLC for the U.S. Department of Energy's NNSA © Copyright 2008-09 LANS, LLC All rights reserved | Terms of Use | Privacy Policy".

## Step 1 – Select Payment Activity and Amount

Select the activity (payment type) you are sending. The most common types of payments accepted are as follows:

- event registration fee (non-LANL attendees only)
- employee receivable
- insurance payment
- parking ticket
- event sponsorship (non-LANL Sponsors only)

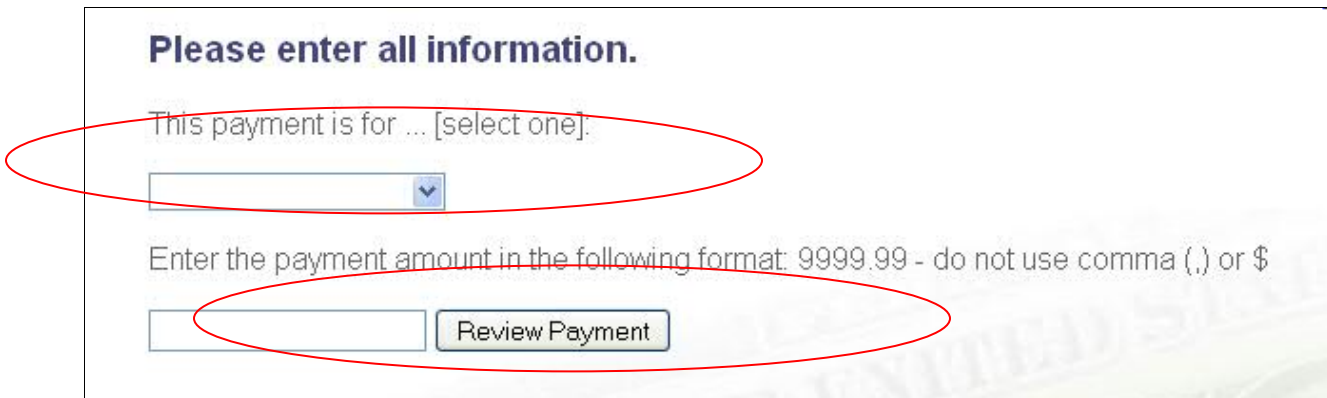
If your payment activity does not apply to one of these common payment types, use the “Miscellaneous payment” selection. Miscellaneous payments will be addressed in Step 3.

Enter payment amount. The payment amount will vary depending on the type of payment you are making. Click on “Review Payment” button.

**Please enter all information.**

This payment is for ... [select one]:

Enter the payment amount in the following format: 9999.99 - do not use comma (,) or \$



## Step 2 – Confirm Payment Activity and Amount

Confirm that your payment activity and amount are accurate. If the information is correct, click on the “Submit Payment” button.

Please review your information before submitting for payment.

~~If incorrect, please use the browser back button.~~

Payment of \$250 for Event registration.

On the next page you will enter your credit card and billing information. The **Payment Type** has been automatically filled in for you based on the selection you made in the drop down on the first page.

The **Payment Description** field is very important in the application of your payment. This field is free form; however, here are some suggested comments to enter in the payment description field based on the payment type you are making.

Payment Type	Payment Description
Event registration	Event code or name of event. Non-LANL attendees only.
Event Sponsorship	Event code or name of event Non-LANL sponsors only.
Employee receivable	Employee Z number
Insurance payment	Employee Z number
Parking citation	Citation number and employee Z number

If you are making a miscellaneous payment, please make sure to utilize the payment description field to indicate the type of activity you are paying for. The field can accept up to 64 characters including spaces. If you are unable to describe your payment in the field, you can send an additional email to [payments@lanl.gov](mailto:payments@lanl.gov) to provide further detail.

Submit Payment

### Step 3 – Submit Payment Information

When the next screen appears, you must complete all fields in bold for your payment to process successfully. The first block will provide the payment details. The second block collects your credit card information. The third block collects your billing information. If you have trouble validating any of this information, send an email to [payments@lanl.gov](mailto:payments@lanl.gov).

**Los Alamos**  
NATIONAL LABORATORY  
EST. 1948

**Payment Details**  
Total Amount \$ 20.00  
All fields in bold are required.

**Credit Card**  
VISA MasterCard DISCOVER  
Credit Card Type   
Credit Card Number   
Expiration Date

**Billing Information**  
**First Last Name**    
Company   
**Street Address 1**   
Street Address 2   
**City/State/Postal Code**     
**Country**   
Phone Number  (nnn-nnn-nnnn)  
Email Address

**Payment Type**   
Event Code   
Payment Description   
**Email Address**

**Authorize**

The fourth block is used to help the accounting department apply your payment to the correct account. Information provided in the section is vital. Inaccurate and incomplete information will cause application of your payment to be delayed. Each portion of the section will be addressed individually.

<b>Payment Type</b>	Parking ticket
Event Code	
Payment Description	
<b>Email Address</b>	

**Payment Type** – This field is automatically entered based on information provided in Step 1.

**Event Code** – This field is used exclusively for registration fee/sponsor payments. Typically you will use this box for conference and other events that require a registration fee. Your registration form and or event organizer will indicate the event code. If you have trouble identifying this code please contact [payments@lanl.gov](mailto:payments@lanl.gov). If your payment is not a registration fee or sponsor payment, leave this field blank.

**Payment Description** – This field is very important in the application of your payment. The field is free form. However, here are some suggested comments to enter in the field based on the type of payment you are making.



Payment Type	Payment Description
Event registration	Event code or name of event. Non-LANL attendees only.
Event Sponsorship	Event code or name of event Non-LANL sponsors only.
Employee receivable	Employee Z number
Insurance payment	Employee Z number
Parking citation	Citation number and employee Z number

If you are making a miscellaneous payment, please make sure to utilize the payment description field to indicate the type of activity you are paying for. The field can accept up to 64 characters including spaces. If you are unable to describe your payment in the field you can send an additional email to [payments@lanl.gov](mailto:payments@lanl.gov) to provide further detail.

**Email Address** – This field is required to give the accounting department a contact for questions about billing and payment application issues. In the event that you do not have a valid email address please call 505-667-4090 for further instructions.

## Step 4 - Authorize Transaction

Once you have entered all required and supporting information, click on the "Authorize" button.

<b>Payment Details</b>	
Total Amount	\$ 500.00
All fields in bold are required.	
<b>Credit Card</b>	
	
Credit Card Type	Visa <input type="button" value="v"/>
Credit Card Number	#####1111
Card Verification Number	312 <a href="#">What's this?</a>
Expiration Date	08 <input type="button" value="v"/> 2013 <input type="button" value="v"/>
<b>Billing Information</b>	
First/Last Name	Joe <input type="text"/> Martinez <input type="text"/>
Company	BBW <input type="text"/>
Street Address 1	51 Green Street <input type="text"/>
Street Address 2	<input type="text"/>
City/State/Postal Code	Santa Fe <input type="text"/> NM <input type="text"/> 87008 <input type="text"/>
Country	United States <input type="button" value="v"/>
Phone Number	5056675286 <input type="text"/> (nnn-nnn-nnnn)
Email Address	jmart@bbw.com <input type="text"/>
<b>Payment Type</b>	
Payment Type	Insurance payment <input type="text"/>
Event Code	<input type="text"/>
Payment Description	Z#000880 <input type="text"/>
Email Address	jmart@bbw.com <input type="text"/>
	
<input type="button" value="Authorize"/>	

If your transaction is processed successfully you will see the following confirmation page:

Thank you for your order. If you have billing questions or concerns please email [payments@lanl.gov](mailto:payments@lanl.gov). Please print this page for your records.

**Purchase Description**

**Payment Details**

Order Number	1269293719978
Subtotal	\$ 250.00
Tax	\$ 0.00
Total	\$ 250.00

  
1269293719978

If your transaction is declined, you will see the following decline page. The decline pages will vary depending on the reason for the rejection. If you continue to have problems contact [payments@lanl.gov](mailto:payments@lanl.gov).

Your order as been declined. Please contact [payments@lanl.gov](mailto:payments@lanl.gov) to resolve issue.

**Order Declined**

We cannot process your order with the payment information that you provided. Please go back and use a different payment account.

[Try a different card or payment type?](#)

  
1268145036301

## Step 5 - Email Confirmation

You will receive an email confirmation shortly after your payment has been validated and accepted. Here is a sample of what you will receive.

-----Original Message-----

From: Los Alamos National Laboratory [<mailto:payments@lanl.gov>]

Sent: Friday, September 24, 2010 2:24 PM

Subject: Purchase Confirmation

Thank you for your order. If you have billing questions or concerns please email [payments@lanl.gov](mailto:payments@lanl.gov). Please print this page for your records.

### Payment Details

Order Number: 1285359853919

Subtotal: 2300.00

Tax: 0.00

Total: 2300.00

### Order Details

Payment Type: card

Card Description: Visa #####4927

### Billing Address:

Joe Martinez

123 My Street

Santa Fe, NM 87505

## Refunds

If you have made a payment in error and need to request a refund, email [payments@lanl.gov](mailto:payments@lanl.gov).