

## Commercial Use Authorization (CUAs) Mandatory Payment Method

The National Park Service (NPS) is instituting Service wide changes to programs that collect fees in order to discontinue the collection of money orders and checks, and allow more accountability over collected funds. It is requiring the user of such programs to use *Pay.gov* to make secure electronic payments to the federal agency. Effective immediately, all CUA holders will be required to make payments through this secure website.

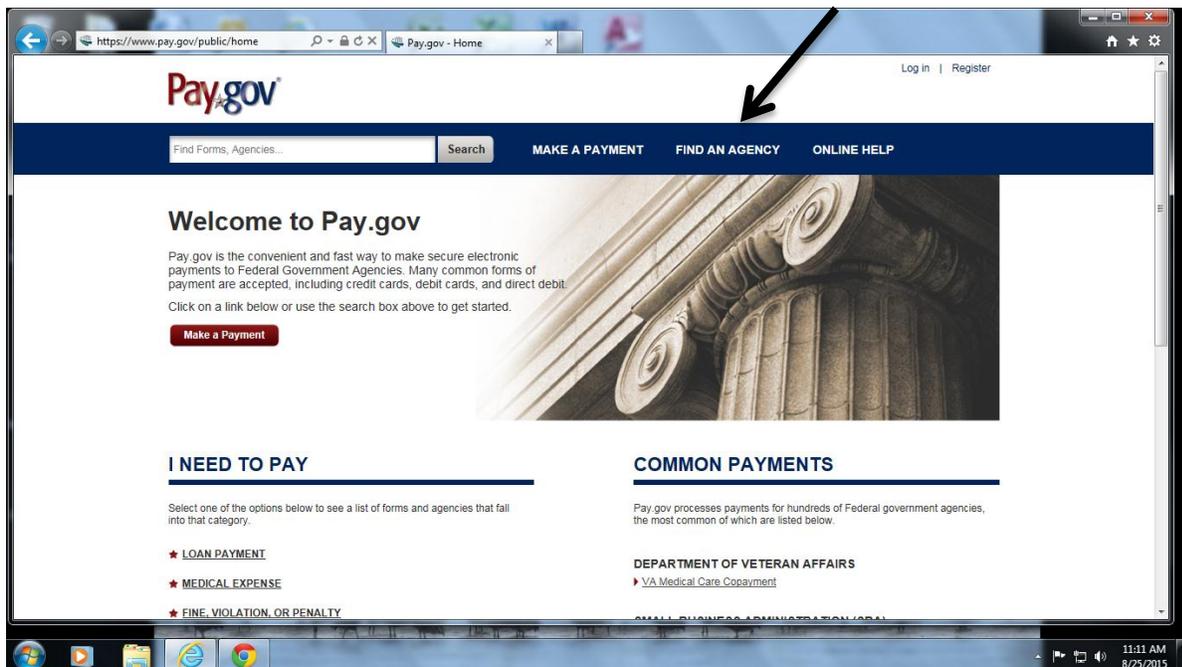
CUA holders now have the following options for payment:

- Use Pay.Gov to pay via online from a bank account
- Use Pay.Gov to pay via online with a credit card or debit card
- Use Pay.Gov to pay via online Dwolla
- Use Pay.Gov to pay via online with PayPal

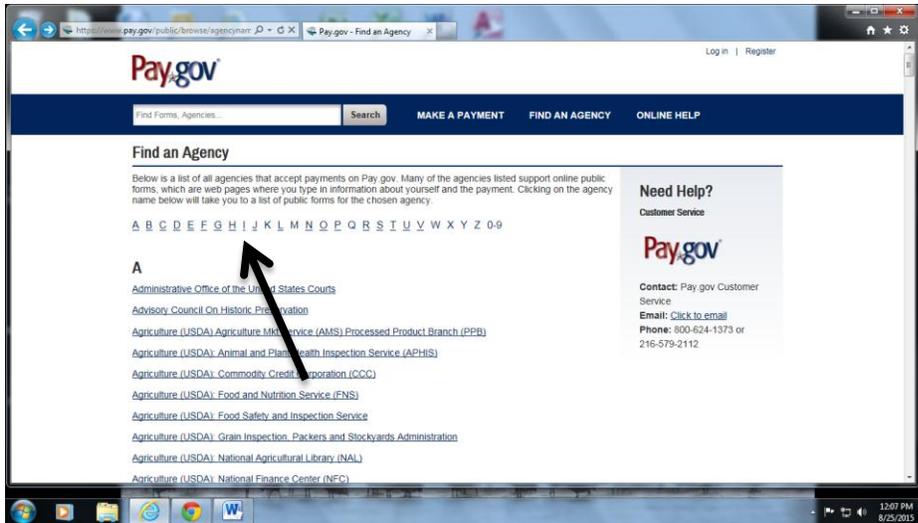
**\*\*\*\*Checks and Money Orders are no longer accepted for payment\*\*\*\***

**\*\*\*\*Payment is due by January 31 each year\*\*\*\***

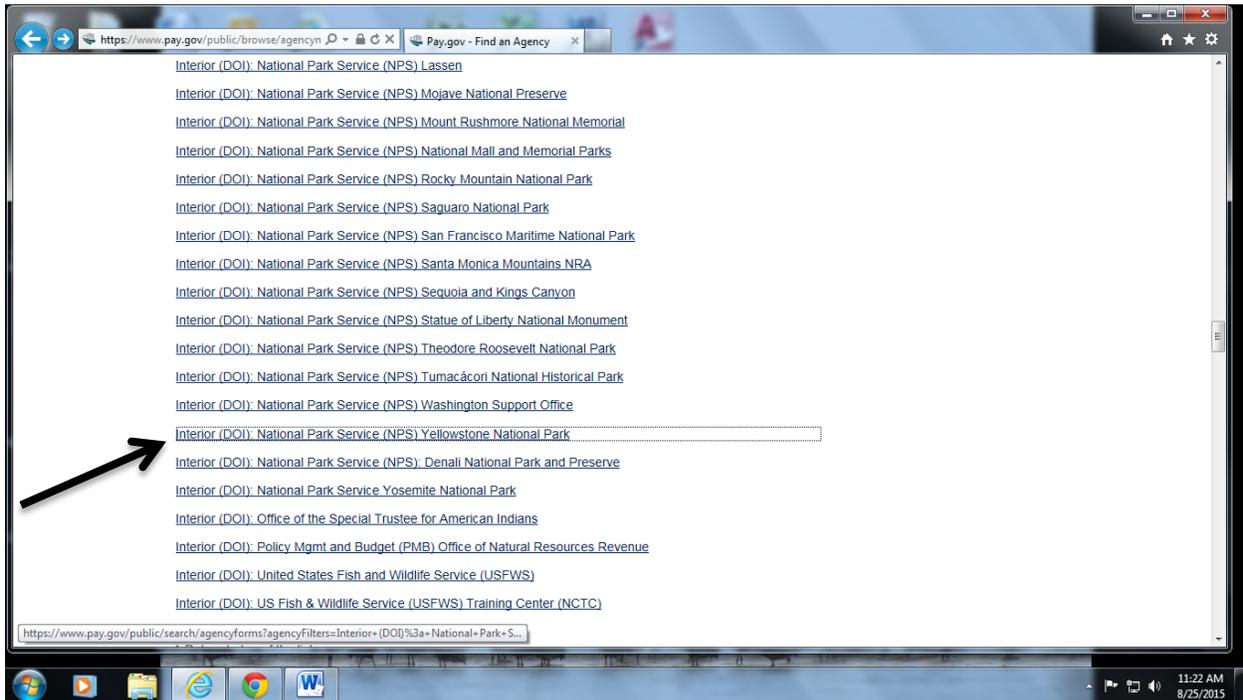
Go to <https://www.pay.gov> This is the home page. Go to “Find an Agency” and double click.



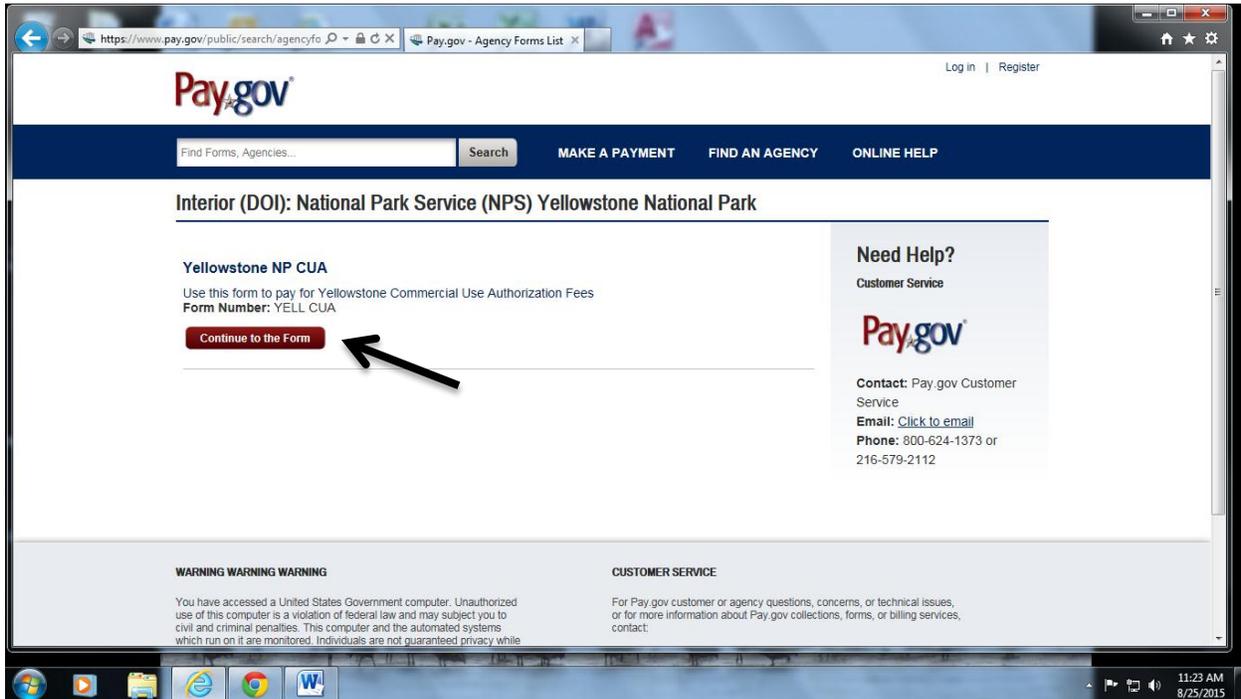
Select “T” for Interior:



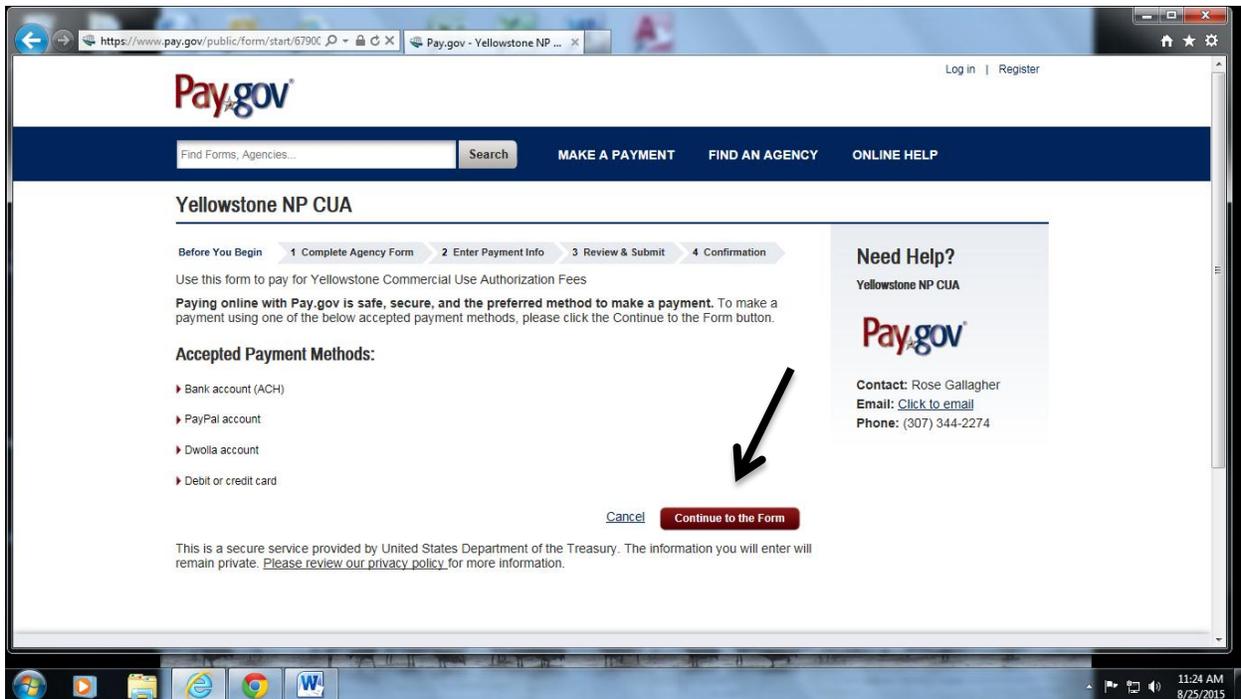
Scroll down to *Interior (DOI): National Park Service (NPS) Yellowstone National Park* and select by double clicking.



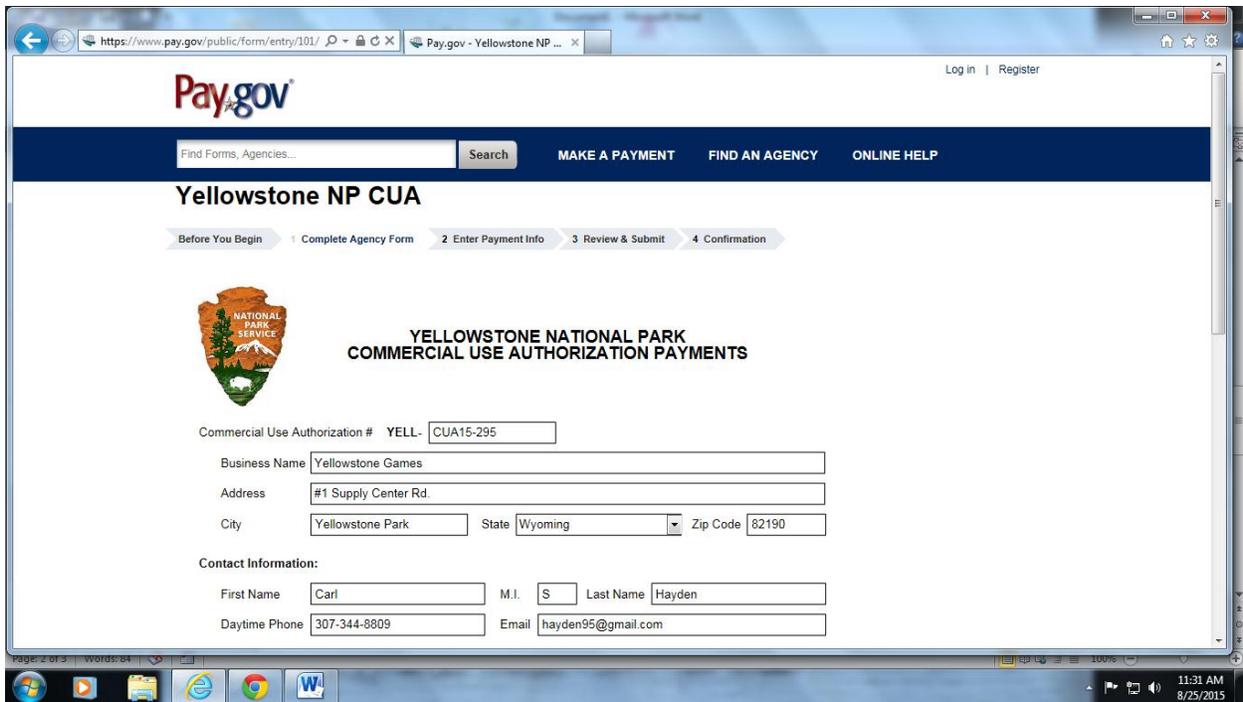
This screen appears: double click on “Continue to the Form”



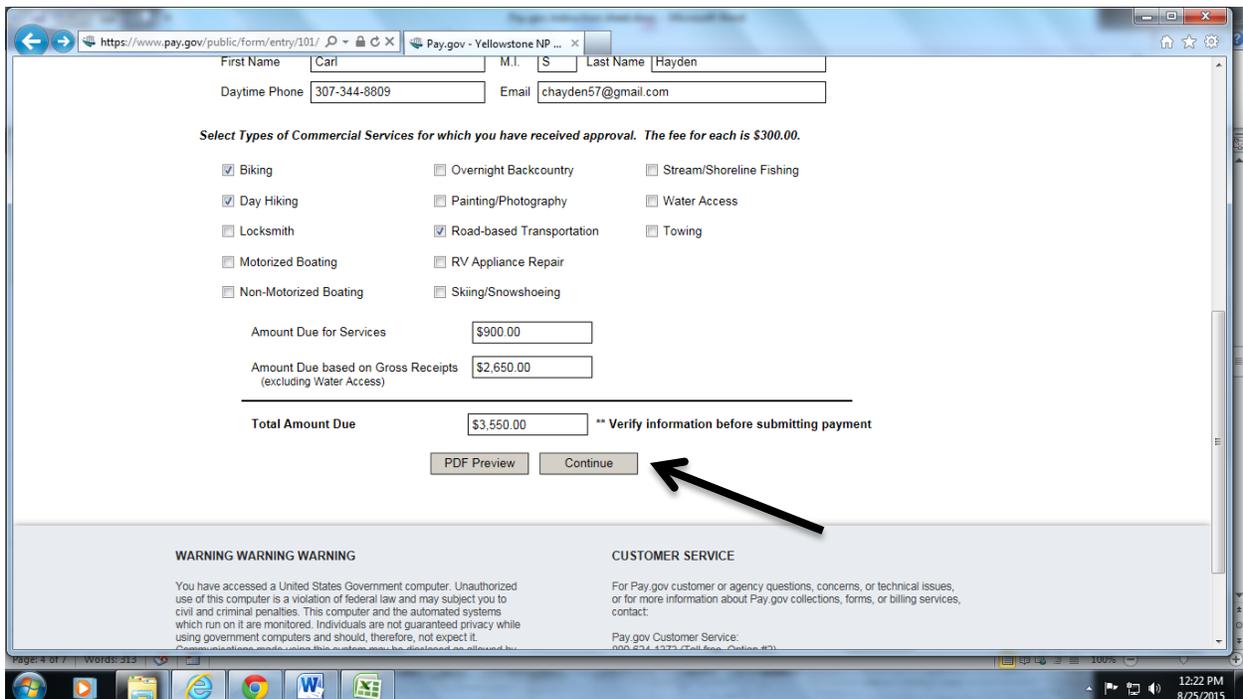
This is the Yellowstone CUA page. You can pay online with your bank account, a PayPal account, dwolla account, or debit or credit card accounts. Double click on the “continue to the form” button.



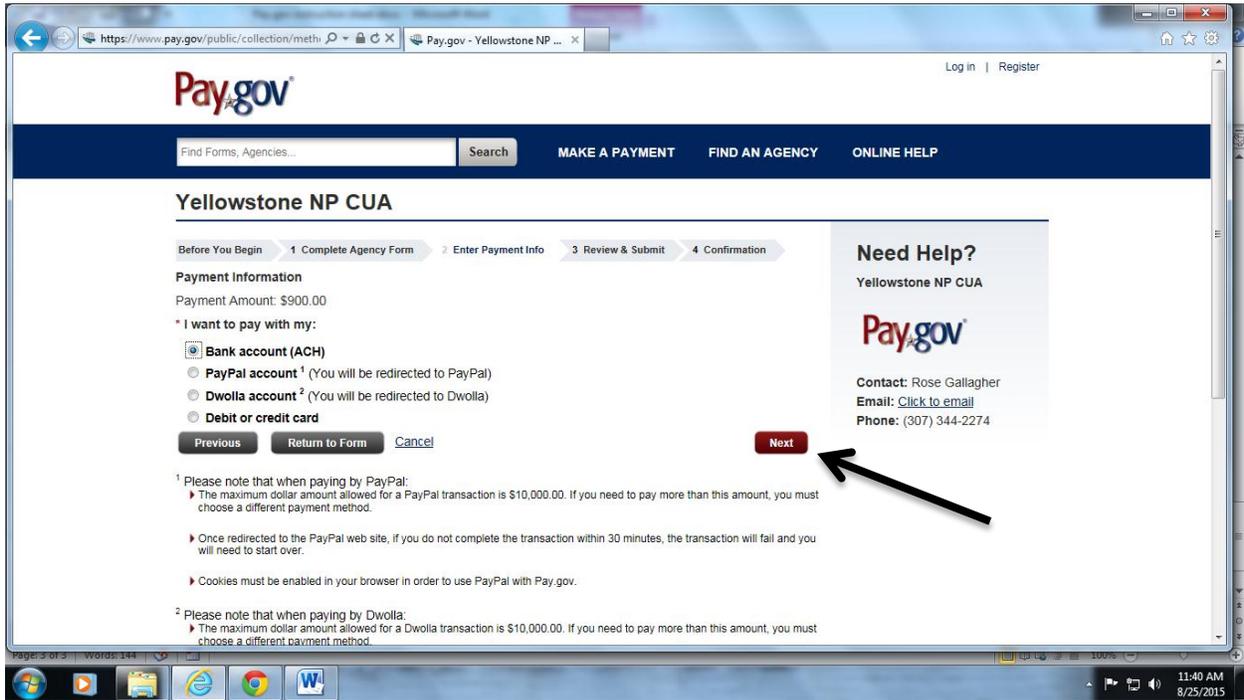
You will fill in your CUA # as shown below, name, address, email and phone number. Enter your CUA number as **CUAxx-xxx**



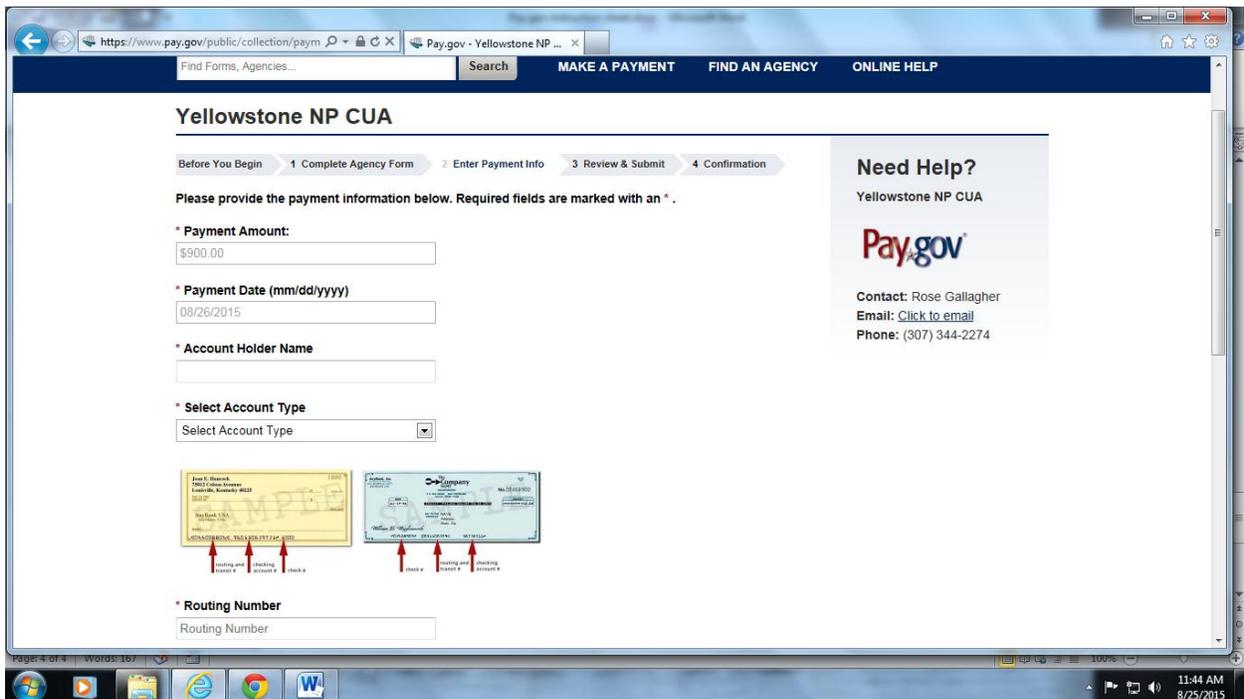
Select the services approved for your CUA, and the amount due for these services will automatically populate as shown below. Enter the total amount of revenue your business received from services offered in Yellowstone Park in the “Amount due based on Gross Receipts”. (Use the Calculation Tool attached at the end of this instruction manual.) Double click “Continue”

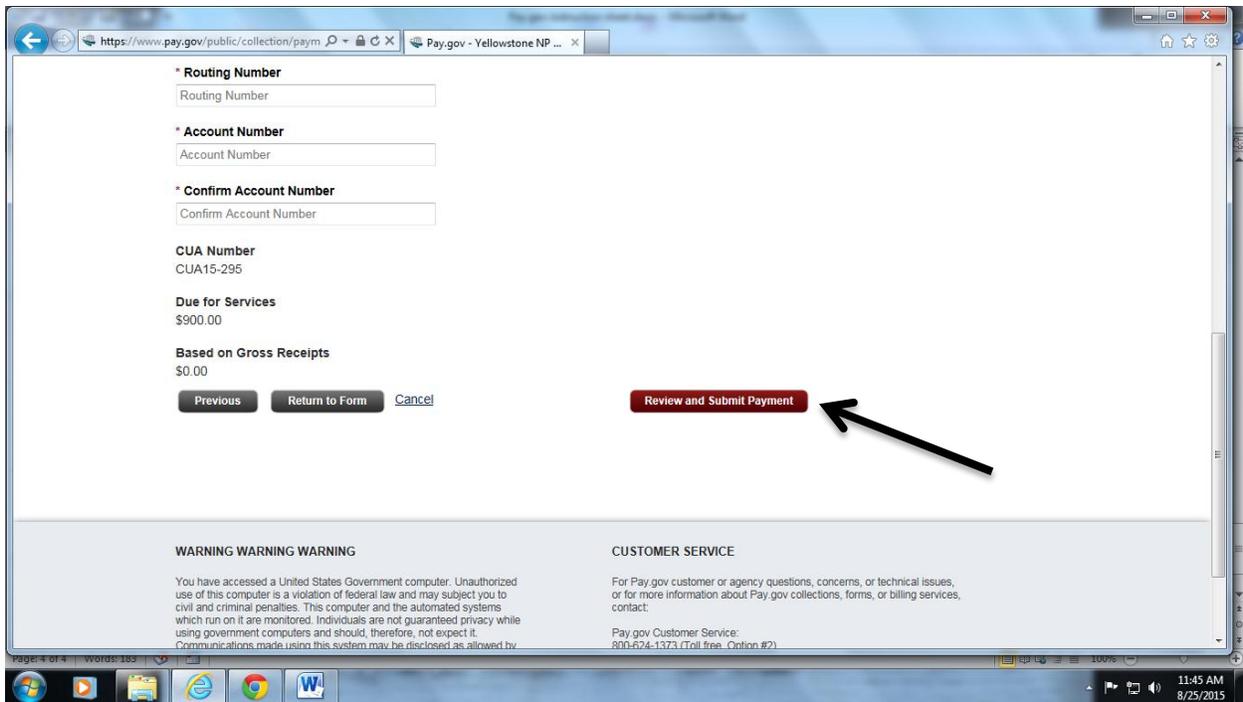


You will select the form of payment you would like to use. As shown below, this is a Bank Account example. Double click on “next”



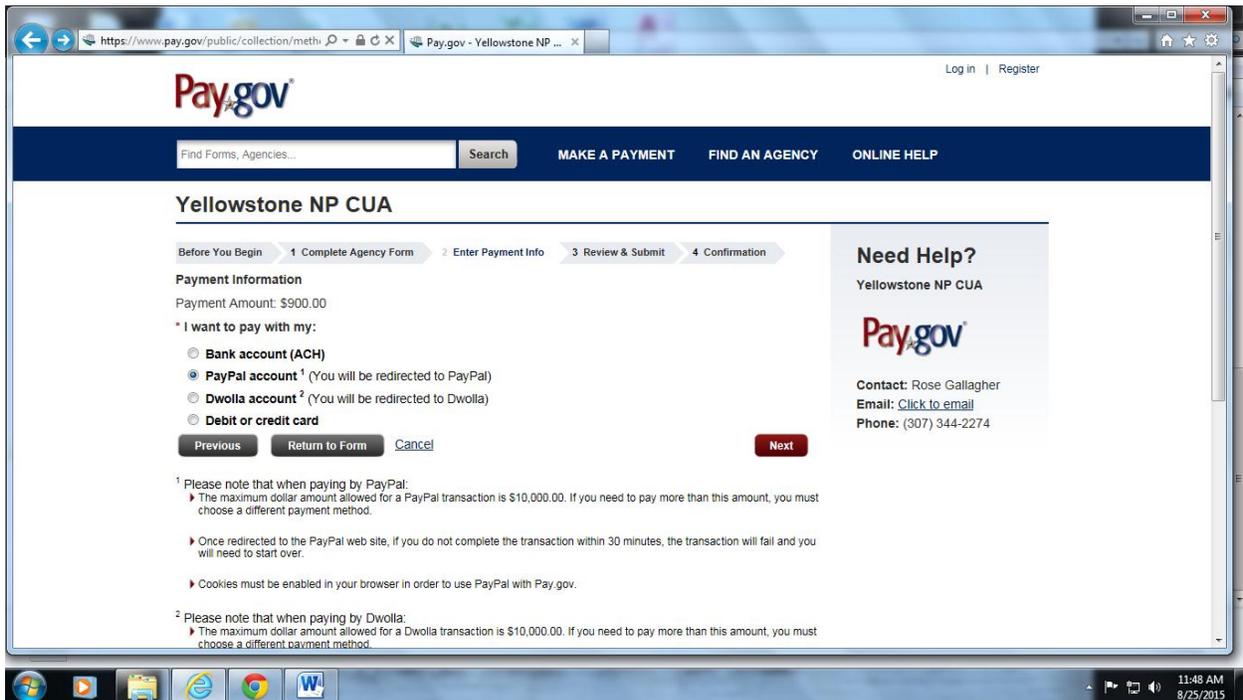
This page should be self-explanatory with examples of where to find routing and account numbers on your check. Fill in all of the fields indicated with an asterisk (\*).



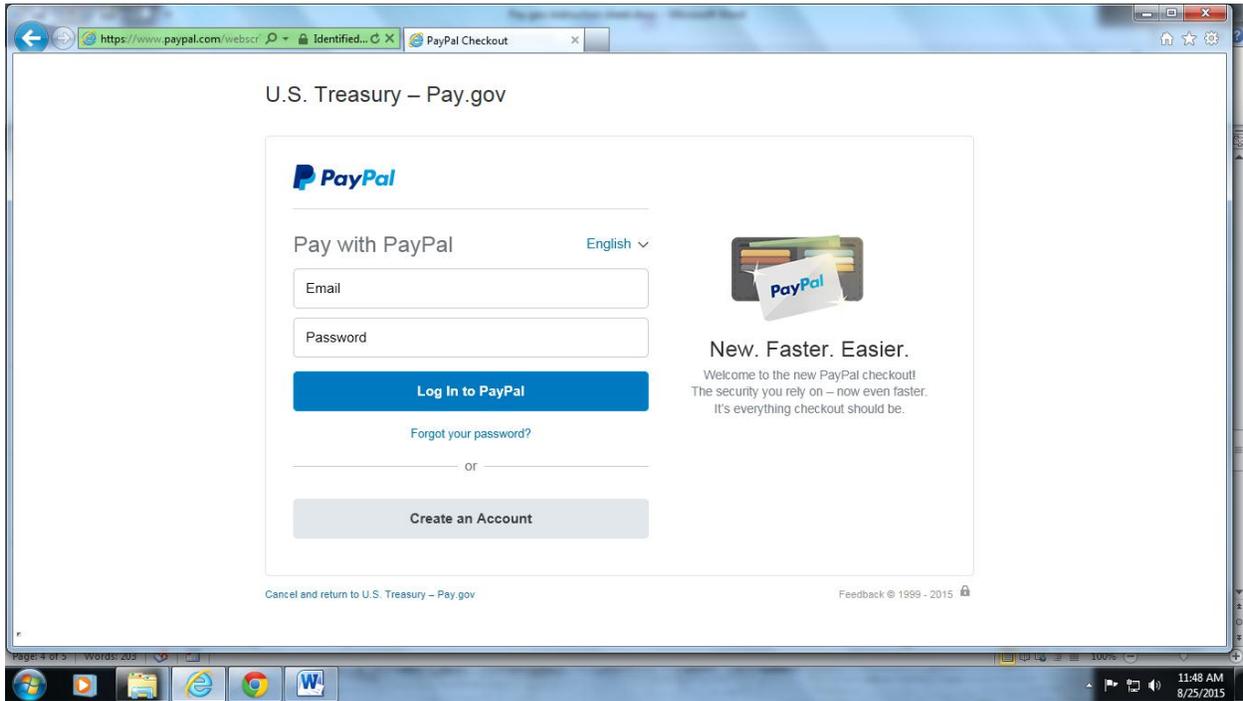


After entering the required information double click on “Review and Submit Payment” to make sure all information is correct.

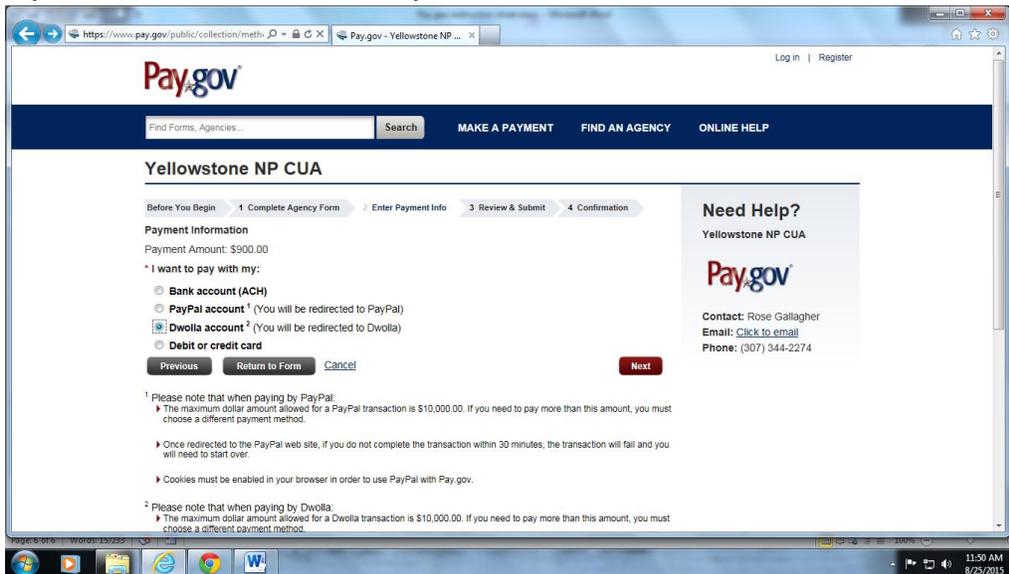
If you select the PayPal option, you will be re-directed to the PayPal sign-on screen.



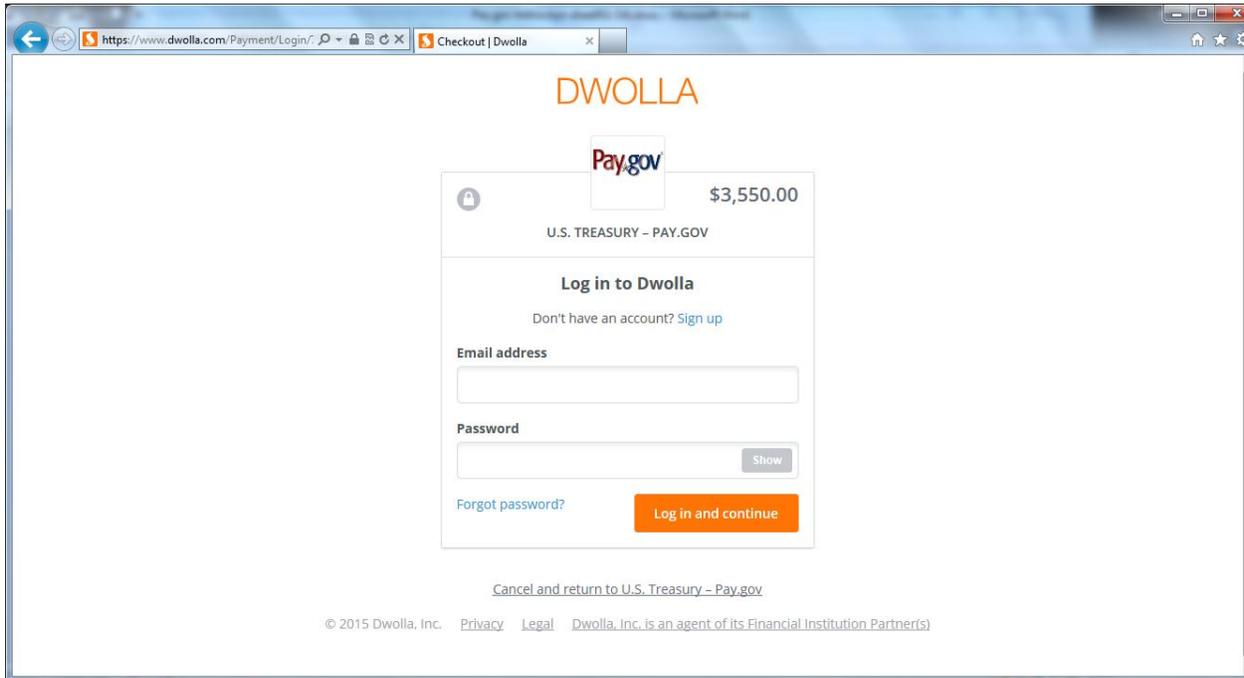
PayPal sign-on screen. If you use PayPal, you should know what to do from here:



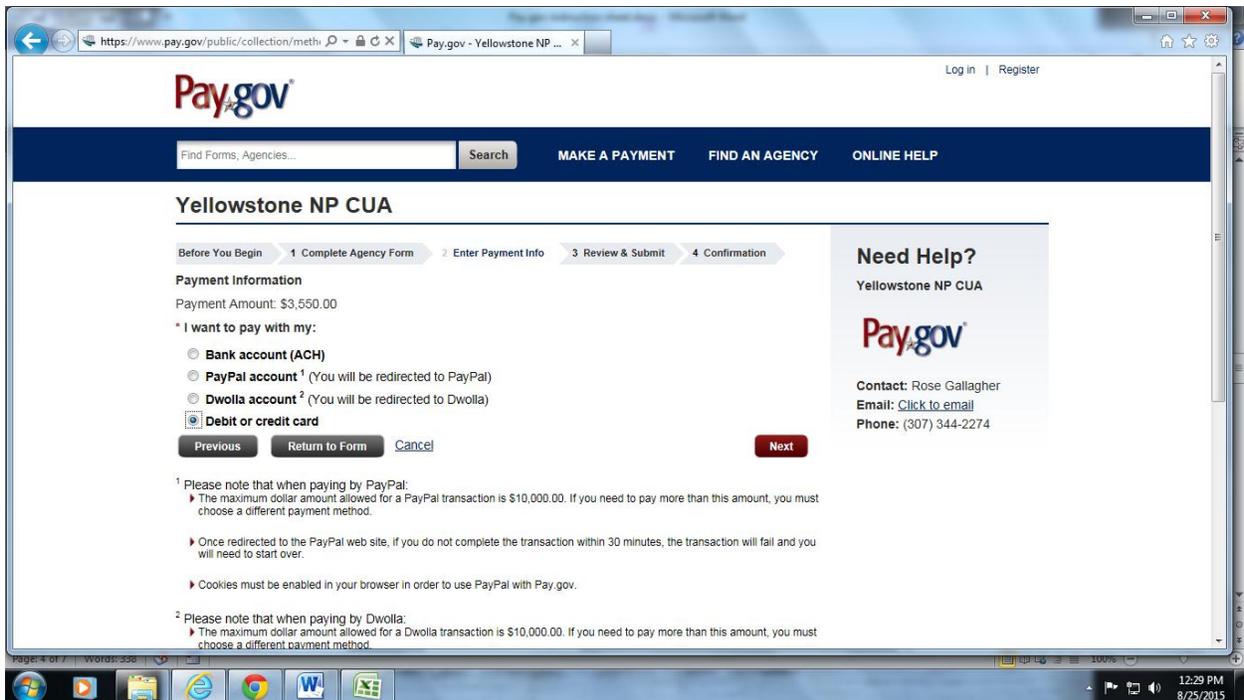
If you choose the Dwolla account, you will be redirected to Dwolla.



Dwolla sign-on screen. If you use Dwolla, you should know what to do from here.



If you choose credit or debit card accounts:



Follow the prompts and when all fields with asterisk (\*) are filled in, click on “Review and Submit Payment”

Pay.gov

Log in | Register

Find Forms, Agencies... Search MAKE A PAYMENT FIND AN AGENCY ONLINE HELP

### Yellowstone NP CUA

Before You Begin 1 Complete Agency Form 2 Enter Payment Info 3 Review & Submit 4 Confirmation

Please provide the payment information below. Required fields are marked with an \*.

\* Payment Amount:  
\$3,550.00

\* Card Holder Name

\* Billing Address:  
Billing Address

Billing Address 2:  
Billing Address 2

City:  
City

Country  
Select Country

**Need Help?**  
Yellowstone NP CUA

Pay.gov

Contact: Rose Gallagher  
Email: [Click to email](#)  
Phone: (307) 344-2274

State/Province ZIP/Postal Code

State/Province ZIP/Postal Code

\* Card Type:  
Select ... VISA MASTERCARD AMEX DISCOVER

\* Card Number:  
Card Number

\* Expiration Date:  
January 2015

\* Security Code:  
Security Code  
[What's this?](#)

CUA Number  
CUA15-295

Due for Services  
\$900.00

Based on Gross Receipts  
\$2,650.00

Previous Return to Form Cancel

Review and Submit Payment

You will then receive a confirmation for the payment you have made. Please keep a copy for your records, and send a copy of the receipt to me via email at: [sue\\_f\\_williams@nps.gov](mailto:sue_f_williams@nps.gov)