

## Pay.gov Payment Option

Sign up for a Pay.gov account and link it to your Naval Hospital Guantanamo Bay Centralized Receivables Service (CRS) patient account.

### How do I get receive electronic medical bill notifications via Pay.gov?

- 1) In order to get notifications, you must have received at least one bill, either by picking up directly from the Universal Business Office (UBO)/Cash Cage Office at the hospital or by USPS mail delivery.
- 2) When you have your bill, use it and your social security number to sign up for a Pay.gov account. If you already have a Pay.gov account proceed to next step.
- 3) Find the page in your bill that looks like this and follow the instructions using the log-in info and access code.

### PAYMENT OPTIONS

You have the following options to make full payment of the amount due:

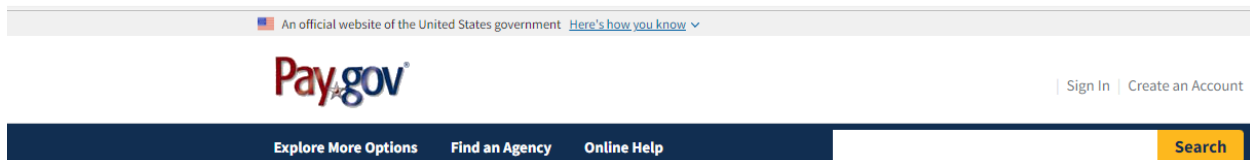
**Payment by Internet:** Make an on-line payment 24 hours a day/7 days a week using your checking/savings account or credit card at the Federal Government's secure Pay.gov website:

\*eBilling: <https://pay.gov/public/accesscode/>  
Use Access Code: [REDACTED]



- 4) You will be given the option to select "View Bill," "log-in" or create a Pay.gov account.

<https://www.pay.gov/public/home>



- 5) Select "View Bill" button, there will be a box at the bottom that states "Select Attachment to View".

By clicking on the box, you can download and save an electronic PDF containing the detailed bill. This process will initiate automated bill notifications every time a new invoice is ready. Remember, invoices can take 2 – 3 weeks to be generated.

If you have questions or concerns, call the UBO at 7-2610 or 7-2230 (If abbreviated dialing does not work, or calling from the U.S., dial, 757-458-2998, choose option '1', dial 5-digit extension.)