

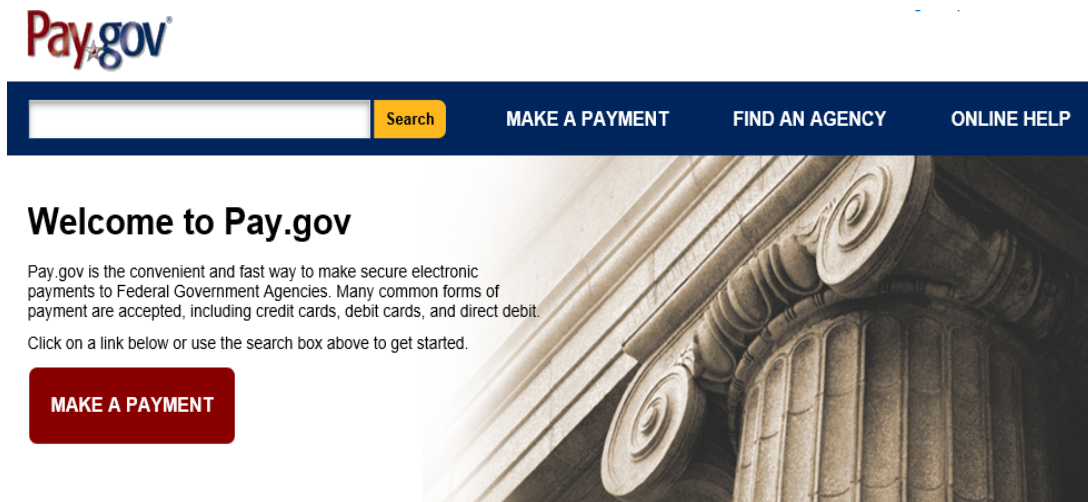


Job Aid – Locating the Card Acquiring Service (CAS) Application

Background: The Card Acquiring Service (CAS) Application, is the program’s onboarding vehicle, used to efficiently onboard agencies and establish merchant accounts, for credit, debit, gift card and electronic benefit transfer card acceptance. The CAS application is currently housed within the Pay.gov system. This job aid has been created to assist agency customers with locating the CAS Application through the Pay.gov consumer site.

Locating the CAS Application

Step 1: Pay.gov Home Page - Open the browser for the Pay.gov system <https://www.pay.gov/public/home>



Step 2: Pay.gov Search Bar - In the search bar located to the left of the Pay.gov Home Page, type CASA and **CLICK > Search**



Step 3: Pay.gov Search Results Page - The Pay.gov Search Results page should retrieve the Card Acquiring Service Application. Next, **CLICK >Continue to the Form** to open the CAS Application splash page.

The screenshot shows the Pay.gov search results page for the query "casa". At the top, there is a search bar with "casa" entered and a "Search" button. To the right are buttons for "MAKE A PAYMENT" and "FIND AN A". Below the search bar, the heading "Search Results for 'casa'" is displayed. On the left, there is a "Refine Your Results" section with the text "Narrow your choices by selecting from the following options:". Below this is a dropdown menu for "Agency" showing "Treasury (UST): Bureau of the Fiscal Service: CAS (1)". To the right, there are tabs for "Forms (1)" and "Agencies (0)". Below the tabs is a "Sort by" dropdown menu set to "Relevance". The main content area is titled "Card Acquiring Service Application" and contains the following text: "Federal Agencies can use this form to apply for a Merchant ID so they can accept credit and debit cards. Form Number: CASA 1.7 Agency: Treasury (UST): Bureau of the Fiscal Service: CAS". Below this text is a link "View all forms for this agency". At the bottom of the search results, there is a red button labeled "Continue to the Form" with a red arrow pointing to it.

Step 4: CAS Application Splash Page - Read the contents of the CAS Application splash page. **CLICK>Continue to the Form***

*If you are requesting a card servicing account for a Pay.gov form or service, you need to contact your agency's Pay.gov Implementation Specialist.

Card Acquiring Service Application

Before You Begin 1 Complete Agency Form

Attention Pay.gov Customers:In light of our re-engineered CASA and process, the Pay.gov Team has created a new process whereby all customers submitting a **NEW** CASA for a Pay.gov application are required to work with their assigned Pay.gov Implementation Specialist. This process does not impact agencies who are only establishing standalone terminal accounts. If you do not know your Pay.gov Implementation Specialist, or to be connected to a Pay.gov Implementation Specialist, please contact Pay.gov Customer Service via phone at: (800) 624-1373 or (216) 579-2112. Inquiries can also be submitted via email at:pay.gov.clev@cleve.frb.org or the Treasury Pay.gov Team at:Pay.gov@fiscal.treasury.gov.

Federal Agencies can use this form to apply for a Merchant ID so they can accept credit and debit cards.

Preview Form

[Cancel](#)

Continue to the Form

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Please review our privacy policy](#) for more information.

Step 5a: Sign in to Pay.gov - If you have active Pay.gov credentials (Username and Password), with the consumer site role, **CLICK>Sign In**.

Step 5b: Create an Account - If you do not have Pay.gov credentials or your current Pay.gov account does not have the consumer site role, you will need to **CLICK >Create an Account**.

*With assistance on creating an account on the Pay.gov Consumer site, please view the job aid here.



Form requires sign in

This form requires you to have a Pay.gov account.

If you already have an account, please **Sign In**. 5a

If you do not have an account, please click **Create an Account** to create one. 5b

Cancel

Step 6: Signing In to Pay.gov – Login to the Pay.gov Consumer Site to access the CAS Application by entering your Pay.gov credentials (Username and Password). The CAS Splash Page will reinstate upon login and **CLICK>Continue to the Form**.

Sign in to your Pay.gov account

You must fill in the boxes marked *

Username *

Tester1

Password *

.....

Sign In

CAS Application Splash Page:

Card Acquiring Service Application

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Preview Form

Cancel

Continue to the Form

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Step 7: Opening the CAS Application – You have successfully opened the CAS Application. To be considered for a card servicing account within Department of the Treasury, Bureau of the Fiscal Service a CAS Application has to be completed and submitted for review.

If assistance is needed in completing the CAS Application, please view the CAS Application job aid or contact the CAS Outreach Mailbox at CardAcquiringService@fiscal.treasury.gov.



Card Acquiring Service Application

This application is required to set up new accounts and new merchant IDs for **Federal agency locations** to accept credit or debit cards.

About us:

The **Card Acquiring Service** is one of the collection mechanisms the Fiscal Service manages for Federal departments and agencies. Through the Card Acquiring Service, the Government collects obligations via credit or debit card transactions. All Federal agencies must process card transactions with our Financial Agent Fifth Third and their Card Processor, Worldpay.

The objective of this service is to increase electronic collections received by the Government, and process these transactions in an efficient, timely and cost-effective manner. Card acquiring services are provided at both domestic and international locations.

Contacts:

The Card Acquiring Service - cardacquiringservice@fiscal.treasury.gov
Worldpay - rmtreasury@vantiv.com / Government Support Line (866) 914-0558
Pay.gov - pay.gov@fiscal.treasury.gov

Definitions:

Chain Account Number:

A Chain is a 6-digit alphanumeric code assigned to each account. Some agencies have more than one Chain to differentiate between major lines of business.

Division:

A Division is a customizable 3-digit number that (when combined with a Chain) represents a deposit into Collections Information Repository (CIR). Separate Divisions per deposits are now required by collection channel—e.g., Internet (Pay.gov) or Terminals.

Agency Merchant ID:

Also known as a MID, an Agency Merchant ID is the number assigned to the Agency Merchant Location. Some agencies have multiple Merchant IDs per Agency Merchant Locations.

Agency Merchant Location:

Also known as a *location*, an agency's place-of-sale—the location where business is transacted. Some agency locations have multiple Merchant IDs.