LANL Credit Card Payment Guide

This guide provides instructions for online credit card payments to Los Alamos National Laboratory (LANL).

- On the LANL External Home Page, select “Payments, Registration”.
- To access the Laboratory’s online payment website, use the following link:
  http://www.lanl.gov/orgs/cfo/payment/

The following screen will appear with directions.

LANL employees attending a LANL sponsored event require a registration fee. Contact the event coordinator and provide an authorized charge code. Do not submit a payment online.
Step 1 – Select Payment Activity and Amount

After selecting “Make Credit Card Payment” button, the following screen will appear. Payment options will be available in the drop down menu (as shown). Select the activity (payment type) of the transaction from the drop down list.

All fields require information.

The types of payments accepted are as follows:

- **Employee Receivable**
  This selection requires Employee Z Number.

- **Event Registration OR Event Sponsorship (non-LANL only)**
  This selection will require Payment Description Comments including Event Code or Name of Event.

- **Insurance**
  This selection requires Employee Z Number.

- **License and Royalty**
  This selection requires License Number/Invoice Number or Royalty Payment.

- **MCNP Training**
  This selection requires UT3200 Information.
• **Miscellaneous**  
  Ensure the description adequately describes the payment.

• **Parking Citation**  
  This selection requires Citation Number and Z Number.

• **Travel Payment on Account**  
  This selection requires Trip Number/Request ID and Employee Z Number.

• **Virgin Pulse Pedometer Purchase**  
  This selection requires Employee Z Number.

Enter your Email Address.

Enter payment amount.

Click ‘Review Payment’ button.

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**Step 2 – Confirm Payment Activity and Amount**

Confirm payment activity and amount is accurate.

If the information is correct, click “Confirm” button.
The following message will appear for notification.

Click OK.
Step 3 – Submit Payment Information
Complete all fields with asterisks for payment to process successfully.

Notice the amount entered on the previous screens will appear automatically.

If you have trouble validating any of this information, send an email to payments@lanl.gov.
Step 4 – Authorize Transaction

Once all required and supporting information have been entered, click “Authorize” button.
If the transaction is processed successfully, the following confirmation page will appear:

![Confirmation Page]

Thank you for your payment.
An email will be sent to you confirming receipt of your payment.
If you have billing questions or concerns please email payments@lanl.gov. Please print this page for your records.
If you want to process another payment, go to the Payments to LANL page.
If the transaction is declined, the following message will appear. The decline pages will vary depending on the reason of rejection. If problems continue, contact payments@lanl.gov.
Step 5 - Email Confirmation

A confirmation email will be sent to the email address provided after payment has been validated and accepted. Below is a sample email from lanlpaymentsystems@gmail.com:

Order Confirmation

Los Alamos National Laboratory <lanlpaymentsystems@gmail.com>

Sent: Wed 10/15/2014 1:36 PM
To: Bailey Holgerson, Debby Holgerson

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Receipt

Date: 15-10-2014
Order Number: 623665828

Billing Information

LANL
John Hancock
Bldg SM-30, Bikini Atoll Road
Los Alamos
NM
US
87545

debbyh@lanl.gov
505-667-7000

Payment Details | Order Total
---|---
MasterCard | Total amount $1.00
xxxxxxxxxxxx3208
06-2016

Please keep a copy of this receipt for your records

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Refunds

If payment was made in error and refund is requested, email payments@lanl.gov.