

Pay.gov Instructions

During the Self-Enrollment process, a person who is legally authorized to bind the producer must create the username and password. This is crucial because the name of the user will automatically generate as a signature at the end of the certification.

The CDSOA certification consists of four pages. Each page must be completed in its entirety before continuing to the next page. After acknowledging that all the information is true and accurate, the "Submit Data" button must then be selected.

Failure to select the "Submit Data" button could result in the loss of information and non-receipt of the certification. After the certification has been submitted electronically, claimants will be given a tracking number in the User Center section. This number will allow claimants to view the status of the certification. If the certification is submitted properly the "Form Status" will state "Accepted." This only means that the certification has been submitted properly not that the certification has been verified for accuracy by CBP.

*Please note that the session will expire after it has remained idle for a total of 30 minutes, which could result in possible data loss. If more time is needed to complete the certification, select "Request More Time" and the time will be reset to 30 minutes.

If filing on more than one case, a duplicate copy of a submitted certification can be made. Therefore, appropriate form adjustments can be completed without having to start the process again. After selecting the "Submit Data" button and the form has been accepted, click "Duplicate" under Form Actions.

To view and/or print a completed certification, select "View PDF," which is also under Form Actions. To view, print or duplicate a certification while logged out; please complete the following steps. Log in, locate the Forms box under Forms List and select "Submitted Forms."

If, during the completion process of the certification, help is needed in understanding a question, simply place the cursor over the answer box. By doing so, a small text box will appear providing a brief explanation of the information that should be entered.

While navigating through the certification, please avoid using the Enter key and the browser's Back button. Using these keys could result in incomplete data being transmitted, pages being loaded incorrectly, and/or the user being logged out of the form. Please use the form's navigation buttons wherever possible.

All certifications not submitted electronically should be addressed to:

U.S. Customs and Border Protection Revenue Division
Attn: CDSOA Team
6650 Telecom Drive, Suite 100
Indianapolis, IN46278