Pay.Gov FLETC Training and Conference Payment Instructions

1. Go to www.fletc.gov/payment. The FLETC Training and Conference payment link will take you directly to the Pay.gov payment page for FLET.

2. The first page is for information only, defining the types of payment that are accepted. Click CONTINUE TO THE FORM
3. On the Payment Form, complete as required. Your notification email provides much of the information needed to complete the form.
   a. Bill Number should be entered as “0” (zero).
   b. Class or Conference Name should include the full class number (e.g. “G_AIM-1901”).
   c. Enter Beginning Date and Ending Date for the class.
   d. Enter the Applicant’s Name.
   e. Enter the Payment Amount.
   f. Click CONTINUE at the bottom.

4. The remaining steps will allow you to submit your Payment Information.
5. Review and Submit Payment.

Once complete, you will receive a copy of the receipt via email. Forward a copy of your Pay.Gov receipt to FLETCAdmissions@fletc.dhs.gov and include the student’s last name and course number in the email subject. Your application will then be updated to indicate that payment has been received and you will receive a detailed registration confirmation email.

Please note, this must be completed immediately. If we have not received a response from you within seven (7) days, your registration may be cancelled.