

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.

About | Mission | Business | News Room | Publications | Phonebook

Los Alamos National Laboratory

Delivering science and technology to protect our nation and promote world stability

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Resources » Payments to LANL

Payments to LANL

Make payments for event registrations, sponsorships, insurance, travel, other fees.

CONTACT
Treasury Team
(505) 667-4090
[Email](#)

If you need to make a payment to LANL for an event registration, insurance, travel, or other fees, you may pay by check or credit card. However, if you are a LANL employee attending a LANL-sponsored event that requires a registration fee, *do not* submit your payment by check or credit card. Instead provide the event coordinators with your charge code.

Paying by check

Mail to:
Los Alamos National Laboratory
P.O. Box 1663
Treasury, Pension, & Tax, MS P231
Los Alamos, NM 87545

Paying by credit card

Click the payment button below, then on the credit card form, enter a payment description (up to 64 characters with spaces). For miscellaneous payments, use the field to *fully describe* the payment. (If you wish to provide additional information, send an email to payments@lanl.gov.) For more information, refer to Credit Card Payments Guide (pdf).

[Make Credit Card Payment](#)

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[Emergency, Fire Information](#)
[Vendor Security Requirements Material](#)
[Lectures](#)
[Ombuds Program](#)
[All Lab Organizations](#)
[Payments to LANL](#)
[RSS Feed](#)
[Subscriptions](#)
[Web Policies](#)

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.

Los Alamos
NATIONAL LABORATORY
EST. 1943

Search
» or search scientific literature at the Research Library

Phone

Please enter all information.

All fields required

This payment is for ... [select one]:

Email address:

Enter the payment amount in the following format: 9999.99 - do not use comma (,) or \$

Review Payment

Employee receivable
Event registration
Event sponsorship
Insurance
License and Royalty
MCNP training
Miscellaneous
Parking citation
Travel payment on account
Virgin Pulse Pedometer Purchase

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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.

The screenshot shows a payment form with the following elements:

- Email address:** A label and an input field, both circled in red.
- Enter the payment amount in the following format: 9999.99 - do not use comma (,) or \$**: A label and an input field, both circled in red.
- Review Payment**: A button located below the payment amount input field.
- Contact Us | Careers | Bradbury Science Museum | Emergencies | Inside LANL | Maps | Site Feedback | SSL Portal | Training**: A horizontal list of links at the bottom of the form.
- Operated by Los Alamos National Security, LLC for the U.S. Department of Energy's NNSA © Copyright 2014 LANL, LLC All rights reserved | Terms of Use | Privacy Policy**: A footer line at the very bottom.

Step 2 – Confirm Payment Activity and Amount

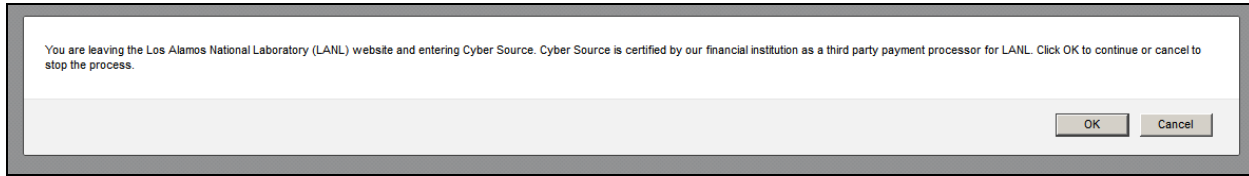
Confirm payment activity and amount is accurate.

If the information is correct, click “Confirm” button.

The screenshot shows a confirmation page with the following elements:

- Los Alamos NATIONAL LABORATORY EST. 1943**: Logo in the top left corner.
- Search**: A search bar with a 'Search' button in the top center.
- Phone**: A phone icon in the top right corner.
- Please review your information before submitting for payment.**: A bold heading in the main content area.
- If incorrect, please use the browser back button.**: A sub-heading in the main content area.
- Payment of \$1.00 for payment type "Parking citation".**: A line of text in the main content area.
- On the next page you will enter your credit card and billing information. The Payment Type has been automatically filled in for you based on the selection you made in the drop down on the first page.**: A line of text in the main content area.
- Confirm**: A button at the bottom of the main content area.

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.

Los Alamos NATIONAL LABORATORY
EST. 1945

Billing Information * Required field

First Name *
Last Name *
Company Name
Address *
City *
Country *
State/Province *
Zip/Postal Code *
Phone Number *
Email *

Payment Details 🔒

Card Type *
 VISA Visa MasterCard
 DISCOVER Discover

Card Number *
Expiration Date * 01 2014

Cancel Authorize

Your Order

Total amount **\$1.00**

Step 4 – Authorize Transaction

Once all required and supporting information have been entered, click “Authorize” button.

Billing Information * Required field

First Name *

Last Name *

Company Name

Address *

City *

Country *

State/Province *

Zip/Postal Code *




Phone Number *

Email *


Your Order

Total amount **\$1.00**

Payment Details 🔒


Card Type *
  Visa  MasterCard
  Discover

Card Number *

CVN * This code is a three or four digit number printed on the back or front of credit cards.
 

Expiration Date *

If the transaction is processed successfully, the following confirmation page will appear:



Billing Payment Review Receipt

Receipt

Date: 2014-10-15
Order Number: 623666828


Billing Information

John Hancock
LANL
Bldg SM-30, Bikini Atoll Road
Los Alamos
New Mexico
87545
United States of America


Payment Details

Card Type	MasterCard	Total amount	\$1.00
Card Number	xxxx-xxxx-xxxx-1234		
Expiration Date	06-2016		

Please keep a copy of this receipt for your records



Search
» or search scientific literature at the Research Library

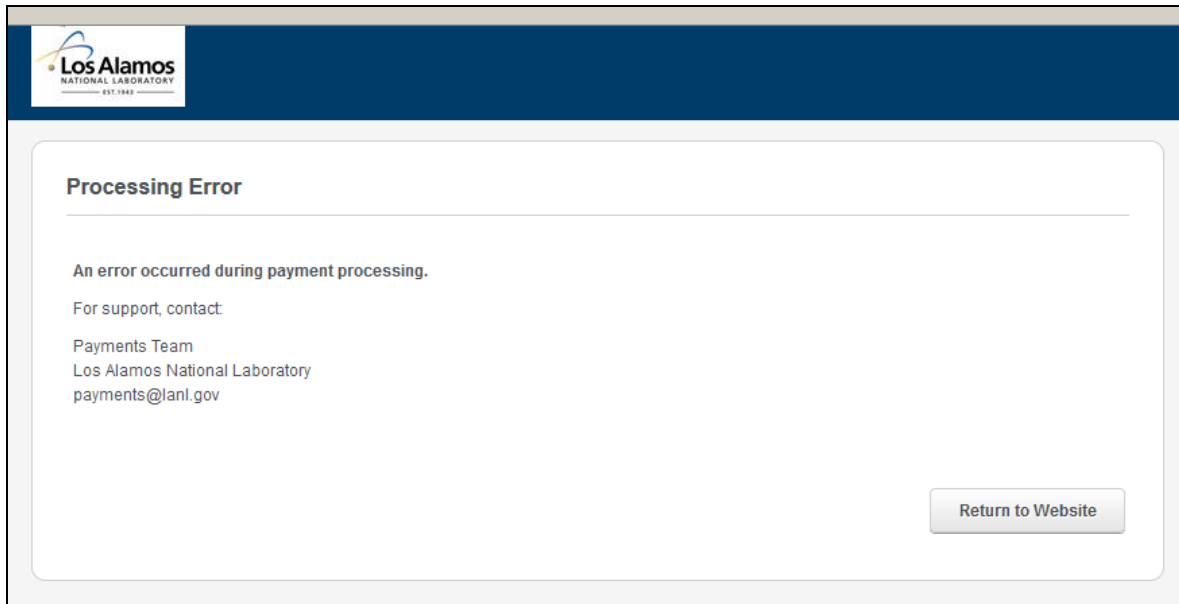
 Phone

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.

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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.



The screenshot shows a web page header with the Los Alamos National Laboratory logo (EST. 1943) on a dark blue background. Below the header is a white box with a light gray border containing the following text:

Processing Error

An error occurred during payment processing.

For support, contact:

Payments Team
Los Alamos National Laboratory
payments@lanl.gov

Return to Website

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 <lanlpaymentsystem@gmail.com>

Sent: Wed 10/15/2014 1:36 PM

To: Bailey-Holgerson, Debby Holgerson



Receipt

Date: 15-10-2014

Order Number: 623666828

Billing Information

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

debbyh@lanl.gov

505-667-7000

Payment Details

MasterCard
xxxxxxxxxxxx3208
06-2016

Order Total

Total	\$1.00
amount	

Please keep a copy of this receipt for your records

Refunds

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