

## **Upload process for Pay.gov**

1. To start the process you must create an XML file on your local PC or network that you can access for uploading during a web session.
  - a. You can get a list of the XML tags with a description of the data that goes in the tags for each form from our web site. They are under the [Pay.gov User Guides](http://www.ttb.gov/epayment/user_guides.htm) (http://www.ttb.gov/epayment/user\_guides.htm) page within a link called XML Tag Descriptions.
  - b. You can also get a blank XML file from the same area of our web site. They are under the [Pay.gov User Guides](http://www.ttb.gov/epayment/user_guides.htm) (http://www.ttb.gov/epayment/user\_guides.htm) page within a link called Blank XML files.
2. Once you have built the XML file, you connect to Pay.gov as usual.
3. You then go to the Private Forms page and choose the upload link from the right side for the form you want to transmit.
  - a. The system will open a window requesting a file name and location from your local PC or network.
4. You navigate on your PC or network and find your file.
5. You select the file and choose OK.
  - a. The system will then load the file into the form via the tags and will open a window for you to review and edit the data.
6. When you finish your review and are sure the data is correct, you choose the submit button from the last page of the form and the system will send it to us.