

# Camp Navajo – Firewood Payment Info Sheet for Pay.gov (2021/05/11)

## Steps:

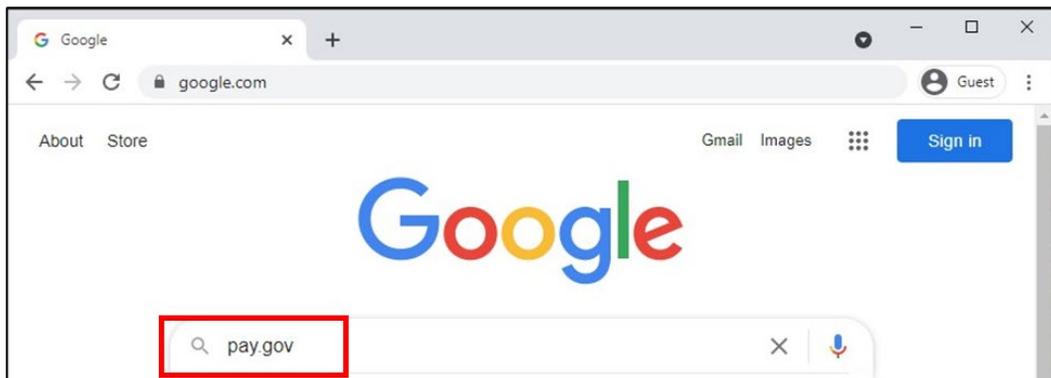
1. Review “Firewood Permit Info” sheet to understand restrictions and regulations. *This is a military installation; we have a lot of restrictions.*
2. Review Cultural Resources and Munitions of Explosive Concern Brief.

### **If you wish to continue proceed with following steps.**

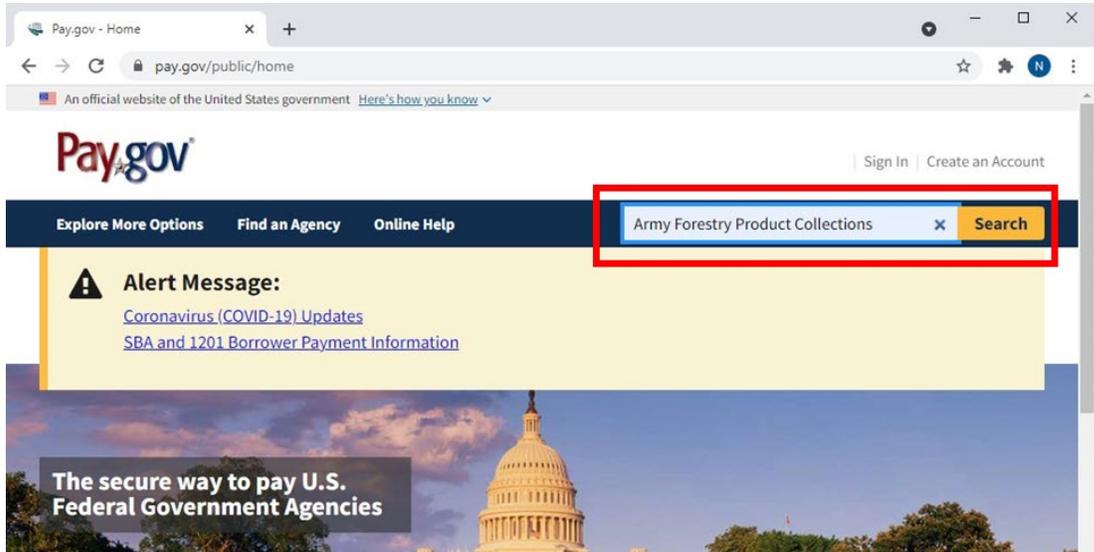
3. Sign “CR & MEC Acknowledgement” form.
4. Sign “Waiver of Liability” form.
5. Submit Payment via “Pay.gov” (instruction below).
  - a. All payment must now go through “Pay.gov”.
  - b. **NO REFUNDS WILL BE GIVEN FOR ANY REASON.**
6. Email and attach:
  - a. Signed CR & MEC Brief
  - b. Signed Waiver of Liability
  - c. Proof of eligibility
    - i. Military personnel, veteran, AZDEMA employee, or Camp Navajo tenant
  - d. Confirmation email from Pay.gov to [campnavajowoodcutting@emo.azdema.gov](mailto:campnavajowoodcutting@emo.azdema.gov)
    - i. Please put “CN Firewood Permit” in subject header of email.

**Specific Pay.Gov Instructions:** Consider signing up for a Pay.gov account to be able to easily access your account and past payments in the future. However, the instructions below are only for submitting a payment (e.g. as a guest) to the correct account.

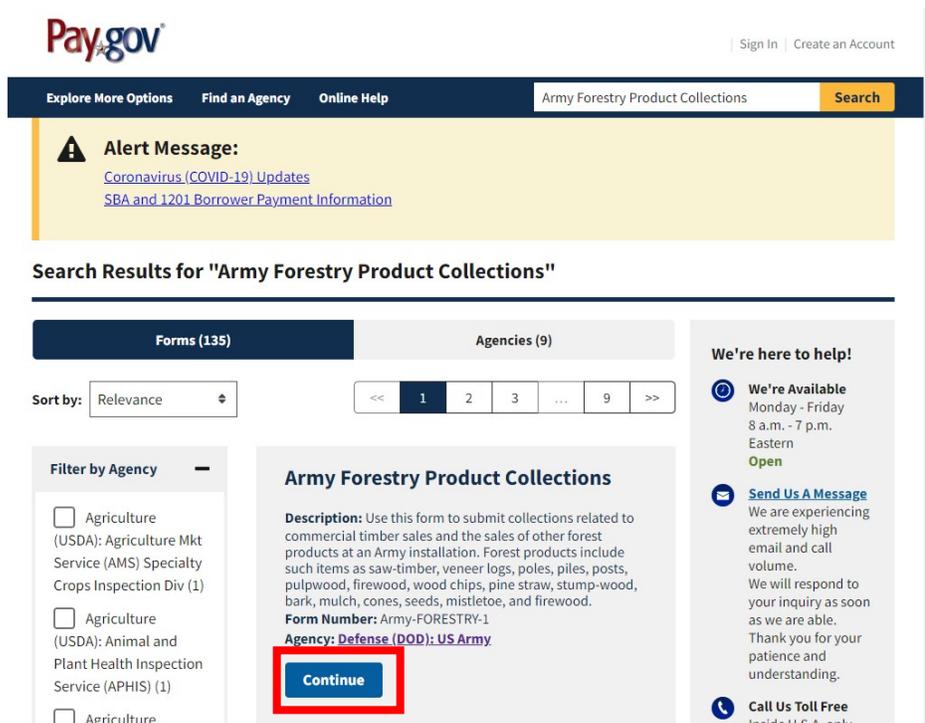
1. Search “Pay.gov” from a web browser (For this example Google Chrome is being used)



2. In search bar, type, “Army Forestry Product Collections” and click “Search”



3. Click, "Continue"



#### 4. Click, "Continue to the Form"

**Pay.gov** | Sign In | Create an Account

Explore More Options Find an Agency Online Help Search

**Alert Message:**  
[Coronavirus \(COVID-19\) Updates](#)  
[SBA and 1201 Borrower Payment Information](#)

### Army Forestry Product Collections

- 1 Before You Begin
- 2 Complete Agency Form
- 3 Enter Payment Info
- 4 Review & Submit
- 5 Confirmation

**About this form**

Use this form to submit collections related to commercial timber sales and the sales of other forest products at an Army installation. Forest products include such items as saw-timber, veneer logs, poles, piles, posts, pulpwood, firewood, wood chips, pine straw, stump-wood, bark, mulch, cones, seeds, mistletoe, and firewood.

This form is to be used to process collections for both commercial timber companies as well as individuals seeking to purchase various forestry products.

**Accepted Payment Methods:**

- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card

**With an account you can:**

- See the payments you made since you created an account.
- Store payment information so you don't have to re-enter it.
- Copy a form you already submitted the next time you need to make a payment.

To take advantage of these benefits, you can [Sign In](#) or [Create an Account](#) . To continue as a guest user, click the 'Continue to the Form' button.

Preview Form [Cancel](#) **Continue to the Form**

5. Fill out page.

a. Remember to:

- i. Fill out correct information, especially your email!!!
- ii. Select "Camp Navajo" on Installation drop down menu.
- iii. Select "Lump Sum Payment" for Payment Type
- iv. Select "firewood" for Lump Sum Payment drop down menu.
- v. Input correct amount for "Payment Amount" box.
  - 1. Oak = \$5/cord; **3 cords MAX** (\$15.00)
  - 2. Pine = \$1/cord; **10 cords MAX** (\$10.00)
- vi. Specify what firewood (oak or pine) you want and how the "Payment Amount" is broken down (see example below).
- vii. Click "Continue"



Army Forest Product Collections

\*Required Field:

\* Name:

\* Company Name:

\* Address:

\* City:  \* State:  \* Zip:

\* Telephone:

\* Email:

Contract Number:

\* Installation:

\* Payment Type:  Lump Sum Payment  Scaled Sale - Payment per Unit Volume

Army Installation Forestry Product Fees

Lump Sum Payment:  Payment Amount:

Scaled Sale - Payment per Unit Volume

Quantity	Unit	Forest Product		Unit Price	Total Amount
<input type="text"/>	TON	PINE SAWTIMBER	@	<input type="text"/>	\$0.00
<input type="text"/>	TON	PINE CHIP-N-SAW	@	<input type="text"/>	\$0.00
<input type="text"/>	TON	PINE PULPWOOD	@	<input type="text"/>	\$0.00
<input type="text"/>	TON	HARDWOOD SAWTIMBER	@	<input type="text"/>	\$0.00
<input type="text"/>	TON	HARDWOOD PULPWOOD	@	<input type="text"/>	\$0.00
<input type="text"/>	MBF	PINE SAWTIMBER	@	<input type="text"/>	\$0.00
<input type="text"/>	MBF	PINE CHIP-N-SAW	@	<input type="text"/>	\$0.00
<input type="text"/>	CORD	PINE PULPWOOD	@	<input type="text"/>	\$0.00
<input type="text"/>	MBF	HARDWOOD SAWTIMBER	@	<input type="text"/>	\$0.00
<input type="text"/>	CORD	HARDWOOD PULPWOOD	@	<input type="text"/>	\$0.00
<input type="text"/>	TON	WOOD CHIPS - MIXED	@	<input type="text"/>	\$0.00
<input type="text"/>		OTHER	@	<input type="text"/>	\$0.00
TOTAL PAYMENT:					\$0.00

Provide any supplemental information on payment here:

3 cords Oak = \$15  
3 cords Pine = \$3  
Total = 18

PDF Preview

Continue

6. Select Payment type (in this example, “Debit or credit card” was selected) and Click Next.

### Army Forestry Product Collections



#### Payment Information

Payment Amount \$18.00

**\* I want to pay with my**

- Bank account (ACH)
- Amazon account
- PayPal account
- Debit or credit card

[Previous](#)

[Return to Form](#)

[Cancel](#)

[Next](#)

7. Fill out Payment Page and click “Review and Submit Payment”.
8. Print out Confirmation or find Confirmation Email after submitting payment via Pay.gov. Need to email this confirmation of payment and amount to Camp Navajo Environmental prior to receiving valid permit.