# EOIR Payment Portal Frequently Asked Questions (FAQs)

**Updated October 2021** 

### What is the EOIR Payment Portal?

The EOIR Payment Portal is a web-based application that allows filers to electronically pay BIA filing fees associated with Form EOIR-26 and related BIA motions. The portal is part of an overarching information technology (IT) modernization effort at EOIR. Use of the EOIR Payment Portal does not change any legal requirements or obligations related to filings or payments by the user. Payments for immigration courts fees must follow current processes (See <u>8.CFR.1103.7</u>).

#### What should I know about the EOIR Payment Portal?

Please **do not submit the same payment twice**. If a pop-up doesn't appear indicating success of your payment, call ECAS Support at 1-877-388-3842 so we can confirm whether or not your payment was successfully processed.

# What are the benefits of the EOIR Payment Portal?

Filers will have 24/7 self-service access to the EOIR Payment Portal, and be able to:

- Pay BIA filing fees electronically with a debit or credit card, PayPal account, Amazon pay, checking or savings account (ACH);
- View, download, and print a receipt that shows proof of payment to be included with the appeal or other filings as required for the BIA Clerk's Office; and
- Receive a Payment Tracking ID, which is required to retrieve and print a copy of the receipt.

The EOIR Payment Portal also saves time and minimizes expenses by reducing paper processing. With the EOIR Payment Portal, electronic payments are processed immediately.

#### What filing fees can I pay electronically using the EOIR Payment Portal?

At this time, the portal accepts payment for filing fees associated with Form EOIR-26 and BIA motions. Filings fees for the Form EOIR-29 and related motions should continue to be paid in accordance with Department of Homeland Security (DHS) instructions.

# If I paid a filing fee and then my document was rejected, will I get a refund? What about refunds in other circumstances?

If a payment is made by paper check or money order along with a paper filing, the payment will be returned unprocessed if the BIA rejects the underlying paper filing. If a payment is made electronically through the EOIR Payment Portal, the payment is processed at the time of payment submission, and therefore will not be automatically returned with the rejected filing. Rather, the filer may re-file their corrected document with the original fee receipt. If re-filing electronically through Case Portal, the filer should select, "I have already paid and want to upload a fee receipt" on the fee payment screen. More generally, the BIA does not provide refunds if the underlying filing is denied, the filer changes their mind about their filing, or based on the length of the adjudication. If you believe that you are otherwise entitled to a refund, for example if a duplicate payment was made, please contact the BIA Clerk's Office at 1-703-605-1007.

### What is Pay.gov?

EOIR is partnering with Pay.gov to process the filing fee payments made through the portal. Pay.gov is a program of the U.S. Department of the Treasury, Bureau of the Fiscal Service. It is a web-based application that allows individuals, states and businesses to make non-tax related payments to the federal government electronically using the internet. Payments can be made to federal agencies using a U.S.-held bank account (through ACH Debit), a credit or debit card, or with a digital wallet, such as PayPal or Amazon Pay.

# Does EOIR store my credit card or banking information?

No. EOIR will not collect or store your credit or banking information. Users will be routed to Pay.gov where credit or banking information will be safely stored by the U.S. Treasury Department, and transmitted using Pay.gov's latest standard methods and encryption.

# What happens if I lose my receipt with the Tracking ID?

Please contact the BIA Clerk's Office at 1-703-605-1007 if you lose the receipt with your Tracking ID. BIA staff will provide you with the Tracking ID associated with your A-Number and payment information. Once you have the Tracking ID, please visit the EOIR Payment Portal <u>receipts page</u> to retrieve and print a copy of your receipt.

## Is the EOIR Payment Portal compatible with all browsers?

Filers are able to navigate the EOIR Payment Portal using Chrome, Microsoft Edge (Chromium version), and Firefox browsers.

### Am I required to pay BIA filing fees electronically?

Electronic payments are voluntary, but highly encouraged. Filers may continue to submit paper checks or money orders for Form EOIR-26 and related BIA motions, if they choose to do so.

# I am having technical difficulties with the EOIR Payment Portal. Who do I contact for technical support?

For technical support email <u>ECAS.technicalsupport@usdoj.gov</u> or call 1-877-388-3842 Monday through Friday, except federal holidays, from 6 a.m. to 8 p.m. Eastern Time.

## How do I make a payment for individuals in consolidated proceedings?

Only one payment is needed for a filing that involves more than one respondent/applicant in consolidated proceedings. Please enter the lead's A-Number in the field above the "Filing Type" when you make a payment on the EOIR Payment Portal.

#### Who can use the EOIR Payment Portal?

Any party representative or pro se party may use the portal to pay BIA filing fees.