



PAY.GOV SELF-ENROLLMENT

Individuals planning to access the Pay.gov criminal debt form on a recurring basis may register for a Pay.gov user ID and password through the self-enrollment process. Registered users can save their payment information within their user profile, so that this information will “fill in” automatically when making future payments.

PROCEDURE:

1. Click the *Register* link at the top of Pay.gov home page (www.pay.gov).

Please note: Although Pay.gov refers to setting up recurring payments, the Court does not currently offer that option for Criminal Debt payments.

2. Enter your personal information; required fields are marked with an asterisk. Review the User Responsibility Statement (Rules of Behavior). Check the box to confirm that you have read and accept the rules. Click “Register Account.”

PAY.GOV INFORMATION AND USER RESPONSIBILITY STATEMENT

USER RESPONSIBILITIES:
Once assigned a Username and password, you agree to be responsible for the consequences that result from the disclosure or use of the password. To avoid compromising the password, you agree that you will:

- * Not make the password known to anyone or put it in written form unsecured
- * Prevent others from watching password entry

[View and Print Rules of Behavior](#)

* **I agree to the Pay.gov Rules of Behavior**

Register Account

[Cancel](#)

3. The password entered here will be the password you use to access the Pay.gov application.
4. The secret question and answer will allow you to change your password if you forget your password.
5. The shared challenge question and answer may be used by Pay.gov customer service to verify your identity if you contact them.



- Click the "Submit" button to complete your registration. A confirmation message will be displayed.

Self Enrollment Complete

You have successfully registered with Pay.gov.

Please log back in with your username **JohnSmith0** and the password you entered on the registration screen.

The data is stored in your user profile and may be accessed by clicking on the *My Account* link when you are logged in. You will be asked to go to the home page and log in using the username generated for you and the password you just created.

- After logging in, the User Center screen for self-enrolled users is displayed.

The screenshot shows the Pay.gov user interface. At the top is the Pay.gov logo. Below it is a dark blue navigation bar with a search box containing "Find Forms, Agencies..." and a "Search" button. To the right of the search box are three links: "MAKE A PAYMENT", "FIND AN AGENCY", and "ONLINE HELP". The main content area is titled "My Account" and contains a welcome message: "Welcome to Pay.gov. This area is designed to allow self management and administration of your Pay.gov information." Below this are four main sections: "My Forms" (with a "View My Forms" button), "Payment Activity" (with a "View Payment Activity" button), "Profile Information" (with a "View Profile Information" button), and "Enter Access Code" (with an "Enter Access Code" button). At the bottom of the main content area is a "Payment Accounts" section (with a "View Payment Accounts" button). On the right side of the page is a "Need Help?" sidebar with "Customer Service" information, including the Pay.gov logo, contact details: "Contact: Pay.gov Customer Service", "Email: Click to email", and "Phone: 800-624-1373 or 216-579-2112".

Through the User Center, self-enrolled users may search for and view forms that they have save and submitted, view pending payments, view public reports, and view and edit their user profile.