Pay.gov Self Enrollment

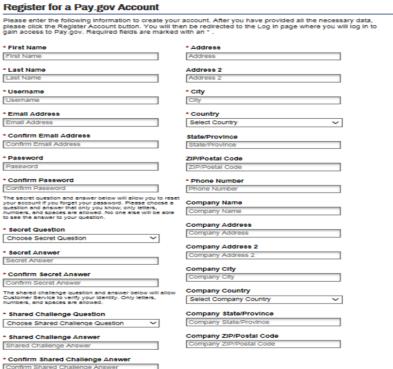*Last Revised: 09/2016*

Summary:

Individuals planning to access the Pay.gov criminal debt form on a recurring basis, for example, to submit monthly criminal debt payments to the District Court, may register for a Pay.gov user ID and password through the self-enrollment process. Self-enrolled users can save and submit the criminal debt form as well as create future payments.

Procedure:

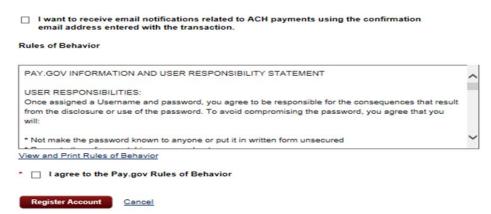1. Click the *Register* link on the upper right hand side of the Pay.gov home page.

2. Enter your personal information; required fields are marked with an asterisk. If you wish to enter company information, check the "Enter Company Address" box to reveal the business address fields.
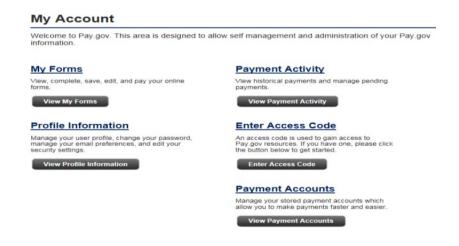
3. The password entered here will be the password you use to access the Pay.gov application.

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.

6. Check the box if you wish to receive email notifications of ACH transactions.

7. Check the box to indicate that you accept the Rules of Behavior.

8. Click the "Register Account" button to complete registration.

☐ **I want to receive email notifications related to ACH payments using the confirmation email address entered with the transaction.**

Rules of Behavior

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

View and Print Rules of Behavior

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

Register Account   Cancel

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.

9. After logging in, the *My Account* screen for self-enrolled users is displayed.

My Account

Welcome to Pay.gov. This area is designed to allow self management and administration of your Pay.gov information.

My Forms

View, complete, save, edit, and pay your online forms.

View My Forms

Profile Information

Manage your user profile, change your password, manage your email preferences, and edit your security settings.

View Profile Information

Payment Activity

View historical payments and manage pending payments.

View Payment Activity

Enter Access Code

An access code is used to gain access to Pay.gov resources. If you have one, please click the button below to get started.

Enter Access Code

Payment Accounts

Manage your stored payment accounts which allow you to make payments faster and easier.

View Payment Accounts

Through the *My Account* screen, self-enrolled users may:

• search for and view forms that they have saved and submitted;
• view and cancel pending ACH payments; and
• view and edit their user profile

References:
Pay.gov Help

Contact:
Financial Department (205) 278-1700
Pay.gov Customer Service 1-800-624-1373 (Option #2)