



## 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.

The screenshot shows the Pay.gov homepage. In the top right corner, there are links for "Log in" and "Register". Below this is a dark blue navigation bar with a search box labeled "Find Forms, Agencies..." and a "Search" button. To the right of the search box are four links: "MAKE A PAYMENT", "FIND AN AGENCY", and "ONLINE HELP".

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.

#### Register for a Pay.gov Account

Please enter the following information to create your account. After you have provided all the necessary data, please click the Register Account button. You will then be redirected to the Log in page where you will log in to gain access to Pay.gov. Required fields are marked with an \*.

* First Name <input type="text"/>	* Address <input type="text"/>
* Last Name <input type="text"/>	Address 2 <input type="text"/>
* Username <input type="text"/>	* City <input type="text"/>
* Email Address <input type="text"/>	* Country <input type="text"/>
* Confirm Email Address <input type="text"/>	State/Province <input type="text"/>
* Password <input type="text"/>	ZIP/Postal Code <input type="text"/>
* Confirm Password <input type="text"/>	* Phone Number <input type="text"/>
The secret question and answer below will allow you to reset your account if you forget your password. Please choose a question and answer that only you know; only letters, numbers, and spaces are allowed. No one else will be able to see the answer to your question.	
* Secret Question <input type="text"/>	Company Name <input type="text"/>
* Secret Answer <input type="text"/>	Company Address <input type="text"/>
* Confirm Secret Answer <input type="text"/>	Company Address 2 <input type="text"/>
The shared challenge question and answer below will allow Customer Service to verify your identity. Only letters, numbers, and spaces are allowed.	
* Shared Challenge Question <input type="text"/>	Company City <input type="text"/>
* Shared Challenge Answer <input type="text"/>	Company Country <input type="text"/>
* Confirm Shared Challenge Answer <input type="text"/>	Company State/Province <input type="text"/>
	Company ZIP/Postal Code <input type="text"/>



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](#)

### Payment Activity

View historical payments and manage pending payments.

[View Payment Activity](#)

### Profile Information

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

[View Profile Information](#)

### 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)