



Pay.gov Self Enrollment

Last Revised: 12/2019

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 *Create an Account* link on the upper right hand side of the Pay.gov home page.



2. Create a Personal or Company Account:

Create an account

Which type of account best fits your needs?

[Create a personal account](#)

I am a person not representing a company, organization or government agency.

[Create a company account](#)

I am acting on behalf of a company or organization.

3. Enter your name and email address and accept the Rules of Behavior:

Create a personal account

You must fill in the boxes marked *

* First Name

* Last Name

* Email Address

* I have read and I agree to the [Rules of Behavior](#)

An email will be sent with steps to complete your account setup.

[Activate Account](#)



4. An email will be sent to you for verification. Click the link to complete your information.

Create a personal account: Step 2

1 **Activate Account** 2 **Contact Information**

Please provide your contact information

You must fill in the boxes marked *

* Address Line 1 (Street address, P.O. Box, c/o)

Address Line 2 (Apartment, suite, unit, building, floor, etc.)

* City

* State / Province / Region

* ZIP / Postal Code

* Country

* Phone Number

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

[Next Step](#)

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



6. Create a Username and Password. The password entered here will be the password you use to access the Pay.gov application.

Please set up your security information

Username and password

You must fill in the boxes marked *

* Create a username (Minimum of 4 letters or numbers)

* Create a password (Minimum of 8, maximum of 64 characters containing: mix of upper and lower case letters, minimum of one number, minimum of one special character)

Show my password

Identity verification

The identity verifications cannot be changed after you submit.

* Secret question (If you need to reset your password, this will be used to verify your identity)

Choose a secret question

* My secret answer

Show my secret answer

* Shared challenge question (If you ever need to call Pay.gov, this will be used to verify your identity)

Choose a challenge question

* My challenge answer

Show my challenge answer

7. The secret question and answer will allow you to change your password if you forget your password.
8. The shared challenge question and answer may be used by Pay.gov customer service to verify your identity if you contact them.
9. Click the “Create My Account” button to complete registration.

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 your username and password you just created.

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

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



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

Information includes name, address, phone number, email address, secret question, and shared challenge question.

[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](#)

Password

Create a new password for your account.

[Create New Password](#)

Payment Accounts

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

[View Payment Accounts](#)

References:

[Pay.gov Help](#)

Contact:

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