

United States District Court, Western District of Tennessee

PAY.GOV SELF-ENROLLMENT

Individuals planning to access the Pay.gov criminal debt form on a recurring basis may want to register for a Pay.gov user ID and password through the self-enrollment process. Registered users can save payment information within the user profile and it will automatically complete when making future payments.

PROCEDURE:

- Click the *Register* link at the top of the <u>Pay.gov</u> home page.
 NOTE: Although Pay.gov refers to setting up recurring payments, the Court does not offer that option for Criminal Debt payments.
- 2. Select *Create a personal account*.

Create an account

Which type of account best fits your needs?



Create a company account

I am acting on behalf of a company or organization

Already have a Pay.gov account? Sign in

3. Enter your first and last name and email address. Be sure to click the box indicating that you have read and agree to the Rules of Behavior. Click *Activate Account*.

Activate Account 2 Cont	act Information 3 Set Up Security 4 Sign in	
	Create a personal account	
	You must fill in the boxes marked *	
	First Name * John	
	Last Name *	
	Doe	
	Email Address *	
	john.doe@gmail.com	
	I have read and I agree to the <u>Rules of</u> <u>Behavior</u> *	
	An email will be sent with steps to complete your account setup.	
	Activate Account	
	Already have a Pay.gov account? Sign in	

Create a personal account: Step 1

4. Go to your email to complete account set up. You will need to click on the link in your email to complete the registration process. If you do not follow this link, your registration is not complete.

5. After clicking the link in your email, enter your address and telephone number in the boxes provided and click *Next Step*.

Create a personal account: Step 2

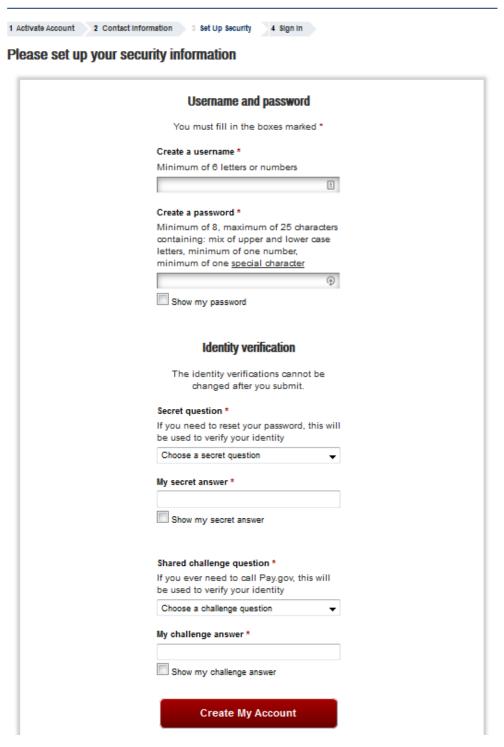
1 Activate Account 2 Contact Information 3 Set Up Security 4 Sign in

Please provide your contact information

You must fill in the boxes marked *	
Address Line 1 *	
Street address, P.O. Box, c/o	
123 Main St	±
Address Line 2	
Apartment, suite, unit, building, floor, etc.	
City *	
Madison	
State / Province / Region *	
Wisconsin	•
ZIP / Postal Code *	
53703	
33103	
Country *	
United States	-
Phone Number *	
608-264-5153	
000 204 0 100	
Next Step	

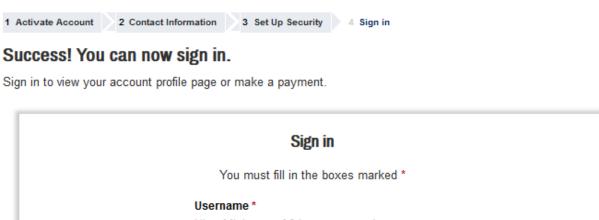
- 6. The username and password entered here are the credentials used to access the Pay.gov application.
- 7. The secret question and answer allow you to change your password if it is ever forgotten. The shared challenge question and answer may be used by Pay.gov customer service to verify your identity if it is necessary to contact the Pay.gov customer service help desk.

Create a personal account: Step 3



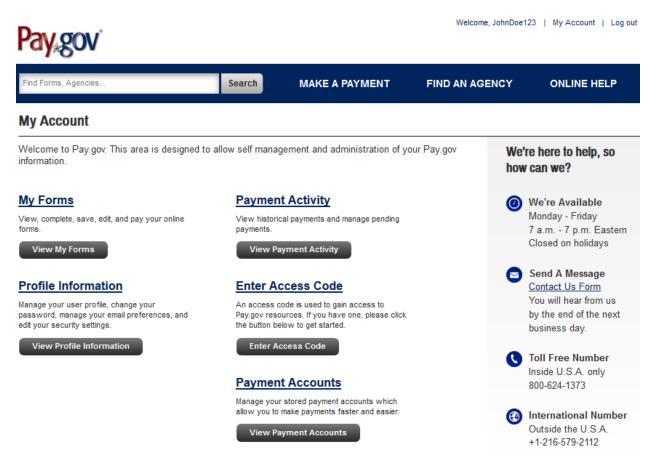
8. A confirmation message is displayed confirming registration is complete. You are given the option to sign into Pay.gov to ensure your new account settings work See the *Criminal Debt Payment* instructions for making a payment.

Create a personal account: Step 4



Username * Hint: Minimum of 6 letters or numbers JohnDoe123 Password * Hint: Minimum of 8, maximum of 25 characters containing: mix of upper and lower case letters, minimum of one number, minimum of one <u>special character</u> Sign in Forgot your username? <u>Email it to me</u> Forgot your password? <u>Reset it</u>

9. When you logging in, you will see the User Center screen for self-enrolled users.



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