

## ***Pay.gov Self Enrollment***

Individuals planning to access the Pay.gov criminal debt payment module on a recurring basis, may register for a Pay.gov user ID and password through the self-enrollment process. Registered users can save their personal and payment information in their profiles, create future scheduled payments or establish recurring payments.

### ***Procedure:***

Click the “Create an Account” link at the top of the Pay.gov home page ([www.pay.gov](http://www.pay.gov)) and choose the type of account you are creating. Note: creating a Pay.gov account does not automatically initiate a payment. That step is done separately.

1. Enter your personal information – required fields are denoted with an asterisk. Review the User Responsibility Statement (Rules of Behavior) and check the box to confirm that you agree to these rules.
2. Click “Activate Account”.
3. Enter your security information, including a username and password. This will establish your ID and password that will be used to access the Pay.gov application.
4. Complete the Secret Question section – this will allow you to change your password if you forget it.
5. Complete the Shared Question – the Shared Question and answer may be used by Pay.gov customer service to verify your identity if you need to contact them.
6. Click Create My Account. A confirmation message should indicate that your self-enrollment is complete. You are ready to access Pay.gov via the Sign In on the Pay.gov home page. Once you are logged into your account you can save your online MOED Form to reduce data entry in the future, set up recurring payments, and view your payment history (for payments made through Pay.gov only, not your debt balance).

Note: Staff of the US District Court or US Probation Office do not have access to your Pay.gov account and will be unable to help you if you have trouble with the system. You will need to use the online help topics at [www.Pay.gov](http://www.Pay.gov) or call their customer service at 800-624-1373.