



# Pay.gov Self Enrollment

Last Revised: 7/16/2013

## 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 or recurring payments.

## References:

[Pay.gov User Guide](#)

## Contact:

Financial Services Department (612)664-5000

## Procedure:

1. Click the *Click Here to Register* link on the Pay.gov home page. You will see the user responsibility statement.

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PAY.GOV INFORMATION AND USER RESPONSIBILITY STATEMENT

USER RESPONSIBILITIES:  
Once assigned a User Name and password, the user agrees to be responsible for the consequences that result from the disclosure or use of the password. To avoid compromising the password, the user agrees that they will:

- \* Not make the password known to anyone or put it in written form unsecured
- \* Prevent others from watching password entry
- \* Prevent others from guessing the password by not using the names of persons, places, or things that are identified with the user as part of the password
- \* Log off of the system whenever the user's computer is unattended
- \* If a user feels that their password has been compromised, they must change it immediately and report it to Pay.gov Customer Support at 1-800-624-1373.
- \* Unauthorized use must immediately be reported to Pay.gov Customer Support at 1-800-624-1373.
- \* You must conduct only authorized business on the system

SECRET QUESTION AND ANSWER:  
The Pay.gov application allows users to reset their own password using a Secret Question/Answer, which is established by the user during account creation for self enrolled users or initial login for agency enrolled users. The secret answer must be protected

[View and Print 'Rules of Behavior' in separate window.](#)

I have read the Financial Management Service Pay.gov System IT Security Rules of Behavior and fully understand the security requirements of the information systems, applications, and data. I further understand that violation of these rules may be grounds for administrative and/or disciplinary action by FMS and may result in actions up to and including termination or prosecution under federal law.

I accept the Pay.gov Rules of Behavior  
 I decline the Pay.gov Rules of Behavior

Continue with Self-Enrollment Cancel

2. Check the box to confirm that you have read the Pay.gov Rules of Behavior.
3. Select the radio button to indicate that you accept the Rules of Behavior.
4. Click the "Continue with Self-Enrollment" button to continue registration.



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**Self Enrollment**

Welcome to the Pay.gov self-enrollment process. PUBLIC FORMS are freely available to everyone. It is not necessary to self-enroll to make a payment using a Public Form. However, by self-enrolling with Pay.gov, you can save your submitted forms for later viewing/retrieval. Self-enrollment also enables you to schedule recurring payments. For a list of Public Forms, use the Find Forms tool in the left-hand navigation. If you require access to a NON-PUBLIC FORM, do not self-enroll. To obtain access to a Non-Public Form, please contact and enroll with the associated government agency.

Required Fields are marked with an asterisk \*.

First Name :  \*

Middle Name or Initial :

Last Name :  \*

Address 1 :  \*

Address 2 :

City :  \*

State/Province:  \*

ZIP/Postal Code :  (required for USA and Canada)

Country :  United States \*

Phone :  \*

Fax :

Enter Company Address

Email Address :  \*

Retype Email Address :  \*

\* Email Notifications :  I want to receive email notifications related to ACH payments I submit using a Pay.gov form.  
 (select one)  I do not want to receive email notifications related to ACH payments I submit using a Pay.gov form.

Passwords must conform to the following:

- contain a minimum of eight characters
- contain at least 1 uppercase alpha character, 1 lowercase alpha character, and 1 numeric character
- not contain a common word, your name, or your email address
- cannot be a previously used password

Password :  \*

Retype Password :  \*

5. 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.
6. The password entered here will be the password you use to access the Pay.gov application.
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 “Submit” button to complete your registration. A confirmation message will be displayed.

### Self Enrollment Complete

**You have successfully registered with Pay.gov.**  
 Please log back in with your username **JohnSmith0** and the password you entered on the registration screen.

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.



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10. After logging in, the User Center screen for self-enrolled users is displayed.



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