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- Go to <https://www.pay.gov/paygov/home>
- Select “Create an Account”



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## Create an account

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### 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.

Already have a Pay.gov account? [Sign In](#)



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\*

- Select “Create a personal account”



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## Create a personal account: Step 1



### 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.

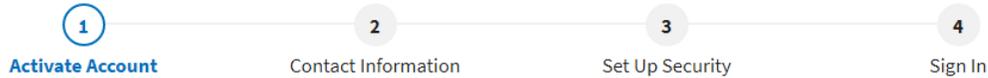
**Activate Account**



- Complete account information using your **government email address**
- Read and agree to the Rules of Behavior
- Select "Activate Account"



## Create a personal account: Email has been sent



### Check your email to get started on setting up your account.

You're minutes away from setting up your account. An email has been sent to [REDACTED].gov for validation. You will have 24 hours to verify your email.



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#### WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems which run on it are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Note: This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling.

- Once account is created and activated, Pay.gov will send an automated email within the next business day
- You will have 24 hours to verify your email



Tue 7/23/2019 9:35 AM

notification@pay.gov

Please verify your Pay.gov account

To [Redacted]



An official email of the United States government



Hello,

**What happened:**

Pay.gov received a request to create a new account.

**What to do next:**

Complete your account information to get going on Pay.gov. Go to:

<https://www.pay.gov/public/registration/registeraccount?registrationToken=1ch7b2cu56rmbnrhs0bvcpdl5qis7i47t94g3kr9ri9fu3jgqr>

**When to do it:**

Within the next 24 hours. If you miss the 24 hour timeline, you will need to make another request.

If you did not make this request, please ignore this email.

Thank You,  
Pay.gov Accounts



Pay.gov is a program of the U.S. Department of the Treasury, Bureau of the Fiscal Service

- Upon receipt of the Pay.gov email, select the link for "Complete your account information"
- You will have 24 hours to complete this action

## Create a personal account: Step 2



### 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



- Complete your account information
- Then select “Next Step”

An official website of the United States government. [Check back.gov, too!](#)

**Pay.gov**

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### Create a personal account: Step 3

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

#### 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



- Complete your security information, to include:
  - Create a Username and password
- Select and enter answers for Identity Verification, to include:
  - Select secret question and enter answer
  - Select shared challenge question and enter answer
- Then select “Create My Account”



✓ **Success! You can now sign in.**  
Sign in to view your account profile page or make a payment.

### Create a personal account: Step 4



### Sign In

You must fill in the boxes marked \*

\* Username (Minimum of 4 letters or numbers)

→

\* 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](#))

→

→ [Sign In](#)

Forgot your username? [Email it to me](#)

Forgot your password? [Reset it](#)

- Sign in using your Username and Password
- Select “Sign In”

## 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](#)

### We're here to help!

#### [We're Available](#)

Monday - Friday  
7 a.m. - 7 p.m.  
Eastern  
[Open](#)

#### [Send Us A Message](#)

You will hear from us by the end of the next business day.

#### [Call Us Toll Free](#)

Inside U.S.A. only  
800-624-1373

#### [International Number](#)

Outside the U.S.A.  
+1-216-579-2112



- Select "Payment Accounts"

## Payment Accounts

### Bank Accounts

No bank accounts found.



[+ Add Bank Account](#)

### Credit Cards

No credit cards found.



[+ Add Credit Card](#)

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- Select either “Add Bank Account” or “Add Credit Card”

## Add a Bank Account

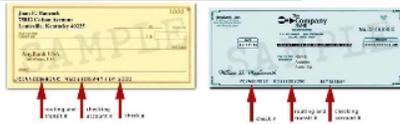
### Enter Bank Account Information

Please note that adding a new account will not affect any past or scheduled payments.

Required fields are marked with an \*

\* Select Account Type

Select ...



\* Routing Number

\* Account Number

\* Confirm Account Number

[Add Account to Profile](#) [Cancel](#)

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- Complete banking information
- Select "Add Account to Profile"

### Add a Credit Card Account

#### Enter Credit Card Information

Please note that adding a new account will not affect any past or scheduled payments.

Required fields are marked with an \*



\* Cardholder Billing Address

Billing Address 2

\* City

\* Country

United States ▾

\* State/Province

Select State/Province ▾

\* ZIP/Postal Code

\* Card Number



\* Expiration Date

Select ... ▾    Select ... ▾



**Add Account to Profile**    Cancel

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- Complete credit card information
- Select "Add Account to Profile"



**Success**  
The credit card has been added to your account.

## Payment Accounts

### Bank Accounts

No bank accounts found.

[+ Add Bank Account](#)

### Credit Cards

Credit Card 1

Type: Visa

Card Number: [redacted]

Expiration Date: [redacted]

- [Edit Account](#)
- [Delete Account](#)
- [Set as Primary](#)

[+ Add Credit Card](#)

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