



## United States District Court For the District of Columbia

### Pay.gov Self-Enrollment

#### **Summary:**

The purpose of this document is to help individuals register for a Pay.gov user ID and password. Individuals planning to make recurring monthly payments towards their court fees using the Pay.gov criminal debt form need to self-enroll on Pay.gov. Self-enrolled users can save and submit the criminal debt form, saving time each month, as well as create future or recurring payments.

#### **Contact:**

Finance Office: (202) 354-3100

#### **Procedure:**

1. Click the *Register* link on upper right hand side of Pay.gov homepage.



2. Fill in all required fields that are indicated with an asterisk.
3. Check the box if you wish to receive email notifications of ACH payments.
4. Carefully read the Rules of Behavior. Check the box to indicate you agree with the terms of the website.

5. Click the “Register Account” button to complete registration.

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

**Rules of Behavior**

PAY.GOV INFORMATION AND USER RESPONSIBILITY STATEMENT

USER RESPONSIBILITIES:  
Once assigned a Username and password, you agree to be responsible for the consequences that result from the disclosure or use of the password. To avoid compromising the password, you agree that you will:

\* Not make the password known to anyone or put it in written form unsecured

[View and Print Rules of Behavior](#)

\*  I agree to the Pay.gov Rules of Behavior

**Register Account** [Cancel](#)

6. You will be asked to go to the home page and login using your new username and password just created.
7. After logging in, the *My Account* screen for self-enrolled users is displayed.

## My Account

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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

Manage your user profile, change your password, manage your email preferences, and edit your security settings.

**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**

### Payment Accounts

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

**View Payment Accounts**

Through the *My Account* screen, self-enrolled users may:

- Search for and view forms they have saved and submitted
- View and cancel pending ACH payments
- View and edit their user profile