



## *Creating an Account*

### **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.

### **Contact:**

Financial Department (605)977-8955

### **Procedure:**

Pay.gov recommends creating only one account to be used for all your payments and bills.

Creating an account does not make your payment. Payments are made separately.

You have **two** options when creating your account:

1. ID.me sign in.
2. Login.gov sign in.

You can also use your ID.me or Login.gov sign in with any participating US Government agency or service.

### **Creating an ID.me Account:**

1. Click Sign In (home page upper right).
2. The Sign In page opens.
3. Click Create an Account.
4. Select ID.me.
5. Click Create an ID.me account.
6. Enter the required information (email address, password, and accept the Terms of Service).
7. Click Create Account
8. ID.me sends a confirmation email to your email address.
9. In the email click Confirm your email.
10. Select an MFA (Multi Factor Authentication) option. This is how you will receive your security code.
11. Enter any other required information for MFA.



12. Click Continue
13. Enter the security code you received.
14. Click Continue.
15. Generate the Recovery Code and record it for your records.
16. Click Continue.
17. Click Allow to authorize sharing identifying information with Pay.gov.
18. You are returned to Pay.gov to enter Additional Pay.gov account information, including creating a security question and answer.

### **Creating a Login.gov Account:**

1. Click Sign in an Account (home page upper right).
2. Click the right-hand Single Sign On pane.
3. Click Create an Account.
4. Select Logon.gov.
5. Click Create an account.
6. Enter your email address, select your language preference, accept the Rules of use.
7. Click Submit.
8. A confirmation is sent to your email address.
9. In the email click Confirm email address.
10. Create your password.
11. Select how you will receive your Authentication.
12. Click Continue.
13. Enter any information required for authentication and then click Send Code
14. Enter the required information and follow the instructions.
15. Retrieve the Authentication Code.
16. Enter the Authentication Code.
17. Optional, add a second authentication method.
18. Click Agree and continue to create your Login.gov account.
19. You are returned to Pay.gov to enter additional Pay.gov account information, including creating a security question and answer.

### **Connect Your Account to ID.me or Login.gov**

1. Click Sign In at the top of a page.
2. The sign in page opens.



3. Click Sign In.
4. Select ID.me or Login.gov.
5. Enter your email address and password.
6. If needed, accept the Terms and Conditions or Rules of Use.
7. Choose how you will receive the security code.
8. Enter the security code and then click Continue.
9. You are returned to Pay.gov.