MessagePay Instructions

Verifying Account (First Time User)

- When you verify your account for the first time, you will need to set up the following:
  - **Create a 4-digit pin.** Once you have verified your account number and date of birth, you will be prompted to create a 4-digit pin. (Store this information in a secure location as you will need this pin number to verify future payments.)
  - **Select Preferred Method of Payment.** To make a payment, you will need to add your preferred method of payment in the portal. To accomplish this, select ADD NEW DEBIT CARD or ADD NEW BANK ACCOUNT. After this selection, you will be directed to a new secure website where you will input your debit card or bank account information. When done correctly, you will receive a "Payment Method Success message" and be redirected to the payment portal.

Setting Up Your Account
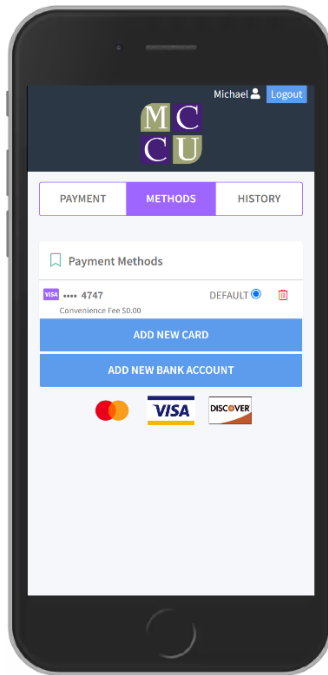
1. Verify Your Account
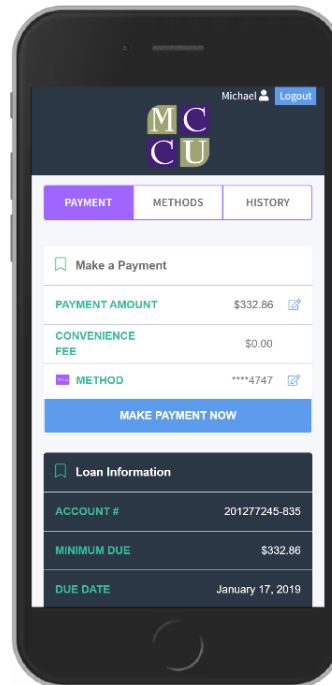

2. Create Your 4-digit Pin

3. Add Your Preferred Payment Method

4. Make Your Payment

Note: Your payment may take up to three (3) business days to post to your account.