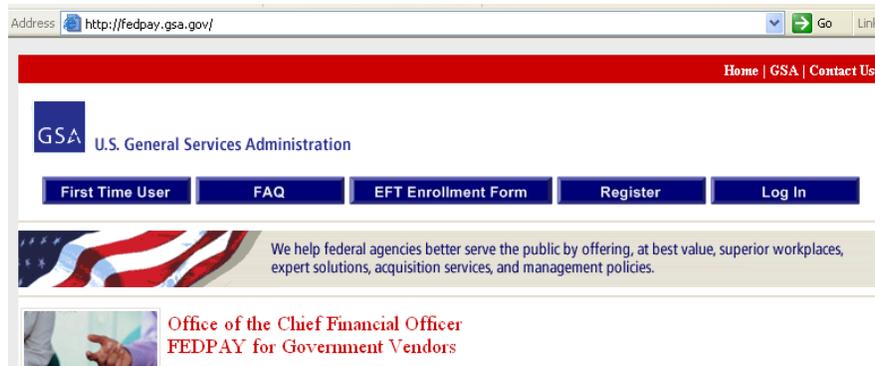


1. Please go to our website <http://fedpay.gsa.gov/> and add it to your favorites. Below is a screen shot of what you will see:



2. Click on the “first time user” tab and print out the instructions shown.
3. Review the technical setting requirements with your system support staff. In particular please ensure to enable SSL2.0 & SSL 3.0 on the Java control panel.
4. Click on the “register” tab and complete the form that is shown. Be sure to select “Yes” in the bottom right-hand corner if you want payment email notifications sent to you. Screen shot of this form is below:

5. Click “Submit Form”.
6. You should receive two from us “KC-Fedpay”. One of these emails will have your userid (never changes) and the other will have a temporary password.
7. Click on the “Log In” tab and enter them. You will be taken to a screen that requires you to change your password. The password you create must be 8-10 characters in length, start and end with a letter, contain a number and a special character (i.e. A123\$456B).
8. If at any point you need assistance with this please call our customer service desk at (816) 926-7287 or click on the “Contact Us” at <http://fedpay.gsa.gov/> and send us an email.