

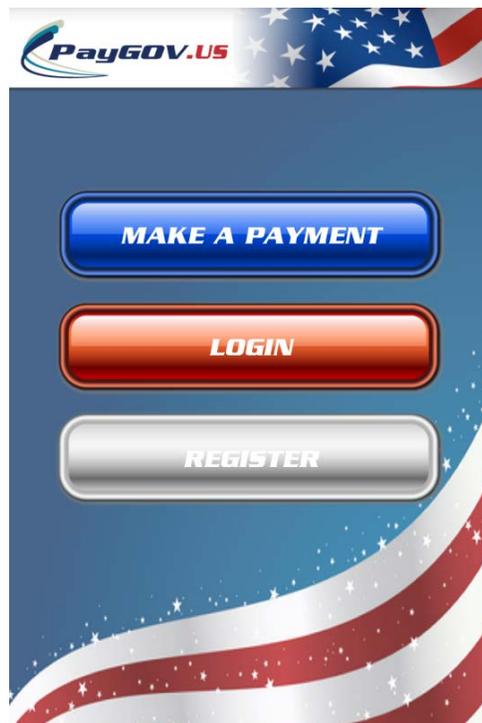


PayGOV Mobile

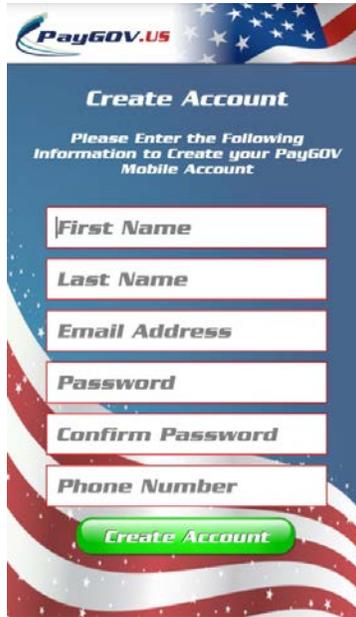
Full Feature Mobile Instructions

Account Registration, Saving Payment Location, Saving Payment Information, Setting Reminders and Future Payments

1. Open the App Store from your device. App Store for Apple devices and Google Play for Android devices.
2. Search for "PayGOV Mobile"
3. Download and install the application.
4. Open the application and you will see this screen:



5. Select "Register" and create your PayGOV Mobile Account.



PayGOV.US

Create Account

Please Enter the Following Information to Create your PayGOV Mobile Account

First Name

Last Name

Email Address

Password

Confirm Password

Phone Number

Create Account

6. Once you've created your account, login with your username (email) and password.



PayGOV.US

Login Home

Email Address

Email Address

Password

Password

GO!

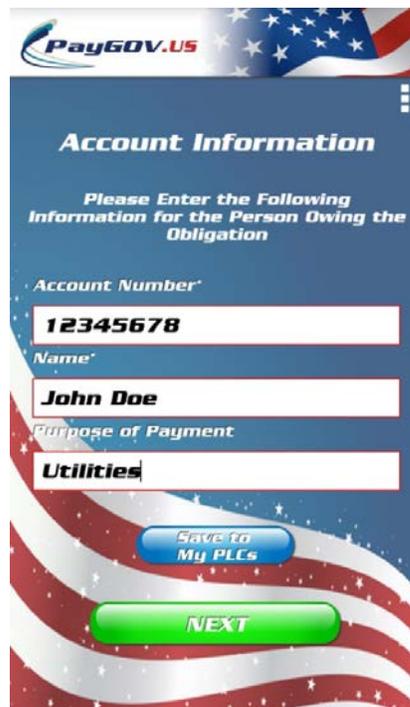
Forgot Password?

7. Select "Make Payment" and enter the PLC for the agency you're trying to pay. If you don't know your PLC, select "Forgot PLC" to look it up by State and Jurisdiction. Select "GO" when entered



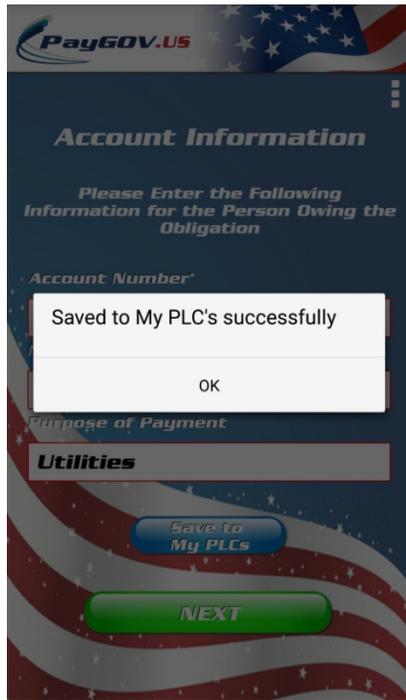
The screenshot shows the PayGOV.US interface for entering a Pay Location Code (PLC). The background features a stylized American flag. At the top, the PayGOV.US logo is displayed. Below the logo, the text reads "Please Enter Your PLC (Pay Location Code)". There is a search input field with the placeholder text "Enter PLC" and a magnifying glass icon. Below the search field is a blue button labeled "Forgot PLC?". Underneath that is a text input field for "Agency Name". At the bottom of the form is a large green button labeled "GO!".

8. Enter your account information for the bill you're paying.



The screenshot shows the PayGOV.US interface for entering account information. The background features a stylized American flag. At the top, the PayGOV.US logo is displayed. Below the logo, the text reads "Account Information" and "Please Enter the Following Information for the Person Owning the Obligation". There are three input fields: "Account Number" with the value "12345678", "Name" with the value "John Doe", and "Purpose of Payment" with the value "Utilities". Below the input fields is a blue button labeled "Save to My PLCs" and a large green button labeled "NEXT".

9. If you want to save the Payment Location Code and your account information for future payments, select "Save to My PLCs".



10. Select "OK", enter the payment amount and select "GO". Review the information and select "NEXT".



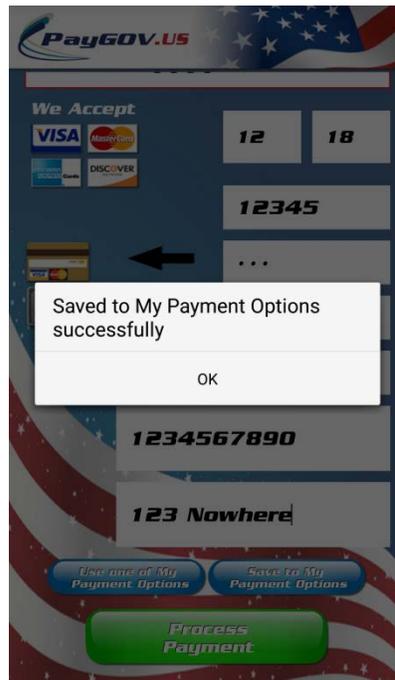
11. Enter your card information.

The screenshot shows the PayGOV.US interface for entering card information. At the top, it says "Please Enter the Information Located on Your Card". Below this, there are several input fields: a card number field with "1111" visible, a month/year selection with "12" and "18", a billing zip field with "12345", a CVV2 code field with "...", a first name field with "John", a last name field with "Doe", a cardholder phone number field with "1234567890", and a billing address field with "123 Nowhere". On the left side, there are logos for "We Accept" including VISA, MasterCard, American Express, and DISCOVER, along with an image of a credit card and an arrow pointing to the CVV2 field.

12. Scroll down, from here you can either process the payment, or select "Save to My Payment Options" to store this card information for future use.

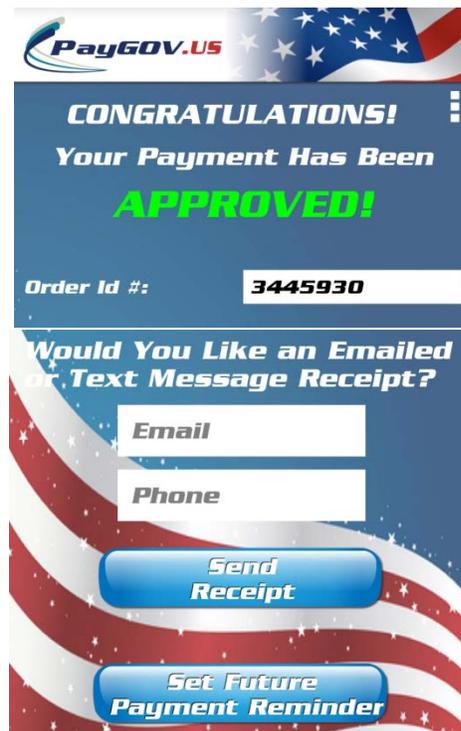
The screenshot shows the PayGOV.US interface for payment processing options. At the top, it says "PayGOV.US". Below this, there are several input fields: a month/year selection with "MM" and "YY", a billing zip field with "Billing Zip", a CVV2 code field with "CVV2 Code", a first name field with "First Name", a last name field with "Last Name", a cardholder phone number field with "Cardholder Phone number", and a cardholder billing address field with "Cardholder Billing Address". On the left side, there are logos for "We Accept" including VISA, MasterCard, American Express, and DISCOVER, along with an image of a credit card and an arrow pointing to the CVV2 field. At the bottom, there are two buttons: "Use one of My Payment Options" and "Save to My Payment Options", and a large green button labeled "Process Payment".

13. After you've saved the payment information, a confirmation will be displayed.

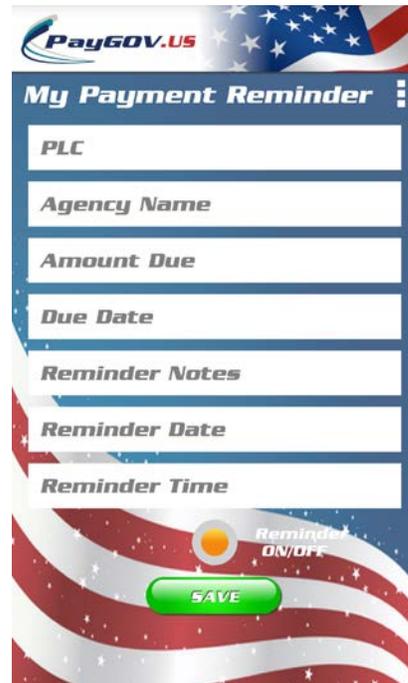


14. Select "OK" and then "Process Payment".

15. If the transaction was approved, you will see the APPROVED response. From here you can scroll down to email/text a receipt and set a reminder for a future payment if desired.



16. Select "Set Future Payment Reminder" to set the reminder details. It will automatically associate the reminder with your "Saved PLC".



The screenshot shows the 'My Payment Reminder' form in the PayGOV.US mobile app. The form is set against a background with an American flag motif. It contains the following fields: PLC, Agency Name, Amount Due, Due Date, Reminder Notes, Reminder Date, and Reminder Time. At the bottom, there is a 'Reminder ON/OFF' toggle switch and a green 'SAVE' button.

17. Once you've input the reminder details, select "SAVE". The reminder will appear as a push notification (you may have to enable app permissions) on the selected date and time.
18. You can access and modify your "My PLCs", "My Payment Options" and "My Payment Reminders" details from the PayGOV Mobile Menu. If on an iOS device, select the Menu button and if on an Android device, select the three square menu icon at the top right of any stage.

Processing a Payment from a Saved PLC

1. Login to your account and select "Make Payment"



2. Select "My PLCs"



3. Choose your stored PLC from the list, select "Yes" when prompted to continue to make a payment.



4. Your previously entered account information will be displayed for review. You can edit this information by selecting any field.



5. Select "Next" to go to the Payment Amount stage.



6. Select "Next" to go to the card information stage. You can enter new information or recall previously stored card information.
7. To do that, scroll down and select "Use one of My Payment Options".



8. Selected the stored card you want to use.



9. Review your information and select "Process Payment".



ALL DONE! THANKS FOR USING PAYGOV MOBILE!

For questions or support with PayGOV Mobile, call (317) 807-4330 or email: mrисley@paygov.us