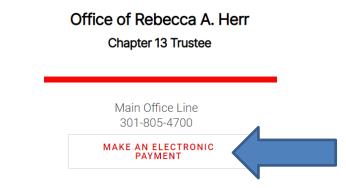
# ePay Online Payment System Set-Up and Use

In order to use this payment system, you must have:

- 1. Bankruptcy Case Number
- 2. Last four digits of your Social Security number
- 3. A Checking or Savings Account routing and account number, and
- 4. A valid current e- mail address.

### **Register:**

- 1. Go to the Trustee website: http://ch13md.com
- 2. Click on Make an Electronic Payment:



3. Click on the Register Now button.

This will direct you to the ePay Online Payment Center so you may begin the registration process.

# Chapter 13 Trustee Rebecca A. Herr Please enter your Username and Password: Username Password Forgotten your Username? Forgotten your Password? Sign On Sign On Are you a new user? Register now to create your username and password to use this secure application. Welcome to the Online Payment Center. This Online Payment System allows you the option to make fast convenient payments to the Chapter 13 Trustee in a safe and secured environment.

4. Complete the Registration Profile and click Next at the bottom of the page.

Your Payment ID is your bankruptcy case number followed by the last 4 digits of your Social Security number. Do NOT include any dashes in your Payment ID.

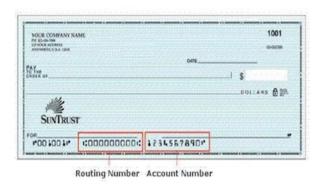
- 5. Click Next at the bottom of the page.
- 6. Confirm that your information is complete and Submit your Registration.

### Make a Payment:

- 1. Click on the Make an Electronic Payment button at www.ch13md.com
- 2. Enter your User Name and Password and Sign On



- 3. Choose the amount you wish to pay.
- 4. Enter your bank account information. You can obtain your Routing and Account number from your bank or from a copy of a check (see below).
- 5. Once you have completed the banking information, click Submit Payment.
- 6. You will receive an emailed receipt once the payment has been processed.



# Any Questions or Problems?: WAKE AN ELECTRONIC PAYMENT Visit our website at www.ch13md.com and click on the E-Pay FAQ FIRST TIME MAKING A PAYMENT E-PAY FAQ

OR

# Email: epayquestions@ch13md.com

\*\* This is NOT an automated email - please allow 24 hours for a Response\*\*

\*\*\* The Online Payment System is an approved alternative to the use of Cashier's Checks and Money Orders by using your Checking or Savings Account to make direct payments to the Trustee. You are under no obligation to use the Online Payment System and there may be times when the Online Payment System is down. In these situations, you should send your payments to:

Rebecca Herr, Chapter 13 Trustee
PO Box 853
Memphis, TN 38101-0853