

ePay Online Payment System – Registration Instructions

If your court-confirmed Plan is not under a court-ordered Wage Directive, then the ePay Online Payment System is an approved alternative to the use of Cashier's Checks and Money Orders at a fraction of the cost. ePay uses your Checking or Savings Account to make your direct payments to the Trustee 24/7. The payment process will take between one to two business days to clear your account. In order to use ePay, you must have: i) and **Internet connection**, ii) know your **Case Number** and the **last four digits of your Social Security Number**, iii) have an open **Checking or Savings Account**, and iv) a valid current **E-Mail Address**.

Creating your ePay Account

1. Go to: www.dallasch13.com
2. Click on the **Payment** tab and click on the “ePay” link
3. Click: “**Register Now**”
4. Complete the required personal information in the **Registration-Profile Details** page
 - a. **USERNAME**: we strongly recommend you use your complete email address (if less than 21 characters) or a portion of your email address prior to the @ symbol.
 - b. Create a unique **PASSWORD** for your account.
 - c. Click “**Next**”

Thomas Powers

Chapter 13 Trustee
Dallas, TX

1. Profile Details | 2. Account Details | 3. Confirm Details | 4. Registration Complete

Registration - Profile Details

First Name *	<input type="text" value="DON"/>
Last Name *	<input type="text" value="DEBTOR"/>
Email Address *	<input type="text" value="DON.DEBTOR@GMAIL.COM"/>
Confirm Email Address *	<input type="text" value="DON.DEBTOR@GMAIL.COM"/>

Company Name (if applicable)	<input type="text"/>
Address 1 *	<input type="text" value="123 MAIN ST"/>
Address 2	<input type="text"/>
City *	<input type="text" value="DALLAS"/>
State *	<input type="text" value="Texas"/>
Zip *	<input type="text" value="75042"/>
Phone *	<input type="text" value="555-555-5555"/>

Username *	<input type="text" value="DON.DEBTOR@GMAIL.COM"/>
Password *	<input type="password" value="••••••••"/>
Confirm Password *	<input type="password" value="••••••••"/>

Close Next

Registration – Account Details

5. Thomas D. Powers is listed as your Chapter 13 Trustee
6. Your **“Online Payment ID”** is a combination of your **Case Number** and the **last four digits** of your **Social Security Number**:
 - a. **Example:** Case # is **15-21234-HDH** and your Social Security Number is **XXX-XX-6789**
 - b. Your **Online Payment ID** is: **15212346789**
 - c. Click **“Next”**

Thomas Powers

Chapter 13 Trustee
Dallas, TX

1. Profile Details | **2. Account Details** | 3. Confirm Details | 4. Registration Complete

Registration - Account Details

THOMAS D. POWERS *	THOMAS D. POWERS ▼
Online Payment ID *	15212346789
Confirm Online Payment ID *	15212346789

[Need Help Finding Your Online Payment ID?](#)
[Add Another Account](#)

Close Back Next

Registration – Confirm Details

7. Confirm Details and Click **“Submit Registration”**

Thomas Powers

Chapter 13 Trustee
Dallas, TX

1. Profile Details | 2. Account Details | **3. Confirm Details** | 4. Registration Complete

Registration - Confirm Details

Please review all of the registration details below to make sure they are correct. If you need to change any details, please select the Back button below to edit any of the details.

If all of the details are correct, please select the Submit Registration button below.

First Name	DON
Last Name	DEBTOR
Email Address	DON.DEBTOR@GMAIL.COM
Company Name	
Address 1	123 MAIN ST
Address 2	
City	DALLAS
State	TX
Zip	75042
Phone	555-555-5555
Username	DON.DEBTOR@GMAIL.COM
THOMAS D. POWERS	
Online Payment ID	15212346789

Close Back Submit Registration