

ePay Online Payment System

Quick Reference Guide

The ePay Online Payment System is an approved alternative to the use of Personal Checks, Cashier's Checks and Money Orders by using your Checking or Savings Account to make direct payments to the Trustee. This is an instant payment system, in conjunction with our bank, to provide a verifiable, trustworthy, and more convenient payment option.

In order to use this payment system, you must have an **internet connection**; know your **Case Number** and **last four digits of your Social Security number**, a **checking or savings Account**, and a **valid current e-mail address**.

Registration:

Start by going to the Trustee website at <http://www.13network.com/trustees/cwv/cwvhome.asp>.

Click on the **ePay Link**; then click on the **Register Now** button. This will direct you to the **ePay Online Payment Center** so you may begin the registration process.

Please fill out the registration page and click **Next** when done. The next page will ask you for your **Online Payment ID**. This ID number consists of your case number (without dashes) and the last four digits of your Social Security number.

Example: Case # 11-77777 and SS# XXX-XX-1234

Then the **Online Payment ID** is: 11777771234 (This is only an example – it is **NOT** your Online Payment ID)

After inputting your Online Payment ID twice, click **Next**. The next page will provide you one last opportunity to verify your information before submitting. Click **Submit Registration** if your information is correct.

Making a Payment:

Log in and begin by choosing the amount to pay. You will have the choice of making your Current Monthly Payment or an Other amount. Next, key in your Checking or Savings Account information and select the type of account. If you are unsure of your Checking or Savings Routing and Account numbers, please click on the image button to the right of the Routing number field to see an example. Routing numbers are always 9 digits long and to the left of your account number (Note: DO NOT use a Deposit slip to obtain your Routing number. The deposit slip Routing number is typically different from the Routing number associated with the Checking account). Click **Submit Payment** once your payment information has been input.

Questions or Help:

For questions or help, please e-mail us at inquiry@wvtrustee.org , or visit <http://www.13network.com/trustees/cwv/cwvhome.asp> to view our Frequently Asked Questions page to further help you.