

Douglas B. Kiel, Chapter 13 Bankruptcy Trustee

ePay Online Payment System - *Quick Reference Guide*

The ePay Online Payment System is an approved alternative to the use of Cashier's Checks, Money Orders and Personal Checks, 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:

If you are registered for **The National Data Center** (www.ndc.org) please log in and click on the ePay Online Payment System link to start your registration. Registration for ePay is separate from registration for The National Data Center.

If you are not registered for The National Data Center, go to www.13network.com, select *Douglas B. Kiel* as your Trustee, and continue to the ePay link.

Click on the **Register Now** button. This will direct you to the ePay 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 letters or dashes) and the last four digits of your Social Security number.

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

Then the **Online Payment ID** is: 11777771234 (This specific ID number is for example use only)

After inputting your personal 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 what type of account it is. 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 call the office of Douglas B. Kiel, Chapter 13 Trustee at (720) 398-4444, or visit www.13network.com to view our *ePay Frequently Asked Questions* page to further help you.