CBI SIMPLEPAY - CUSTOMER USER GUIDE: CREATING A NEW ACCOUNT

Step 1: Welcome to CBI SimplePay! You will receive an email at the email address we have on file. If you wish to change the email address or do not have an email address on file, please send a request containing your account number, name, and email address to <u>cdps cbi billing@state.co.us</u> and we will gladly update your account.

Dear Customer,
In order to activate your CBI SimplePay account select the link below and enter access code 10F045F2ED when prompted.
<u>Click here</u>
If you have any questions please contact Financial Services at cdps cbi billing@state.co.us or at 303-813-5700, option 6.
Thank You,
Financial Services
InstaCheck Unit
COLORADO Bureau of Investigation Department of Public Safety
690 Kipling St, Suite 3000, Denver CO 80215
cdps_cbi_billing@state.co.us I www.colorado.gov/cbi

Step 2: Click on the link. Enter your CBI account number and the access code provided in the welcome email.

COLORADO Bureau of Investigation Department of Public Safety InstaCheck				
Register Customer				
Enter Account Number and Access Code				
Account Number* Access Code*	99999 10F045F2ED			
Confirm				

Step 3: Create a username and password. Passwords must contain 8 to 12 characters and cannot include your username. Passwords must contain 1 uppercase letter, 1 lowercase letter, 1 digit and 1 special character (! # \$ % & * - . ? @ ^)

(COLORADO Bureau of Investigation Department of Public Safety InstaCheck	
R	Register Customer	
L	User Credentials	
	Username" Password" Confirm password"	
	Previous Next	

Step 4: Select and answer three security questions.

COLORADO Bureau of Investigation Department of Public Safety InstaCheck		
Register Customer		
Security Questions		
Question #1*	-select-	~
Answer #1*		
Question #2*	-select-	~
Answer #2*		
Question #3*	-select-	~
Answer #3*		
	Previous Submit	

Step 5: After clicking Submit you should receive a registration complete message and an email confirmation. Close the message to return to the Login screen.

(COLORADO Bureau of Investigation Department of Public Safety InstaCheck					
Register	Register Customer					
Register Cust	Register Customer Complete					
		Vour registration has been completed successfully.				
Close						