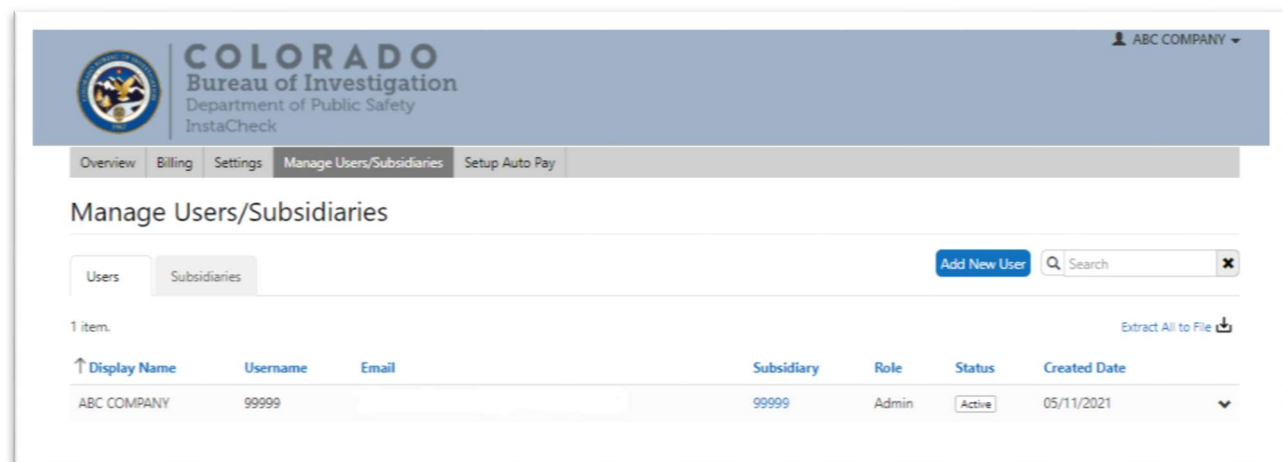


CBI SIMPLEPAY – CUSTOMER USER GUIDE: MANAGE USERS/SUBSIDIARIES

Step 1: After logging in to the system the overview screen will display your total account balance and due date.



Step 2: Open the Mange Users/Subsidiaries tab



SimplePay allows a customer administrator to add additional users to the account. The additional user may make payments and view invoices on behalf of the account.

SimplePay allows a corporate account to view and pay invoices for each of its subsidiaries. You can view the subsidiaries for your account by clicking on the Subsidiaries tab. If you would like help with setting up a single access to multiple accounts, please contact Financial Services at 303-239-4396

Step 3: To add a new user, click on the Add New User button on the Users tab

Step 4: Enter the users' first and last name along with their email address.

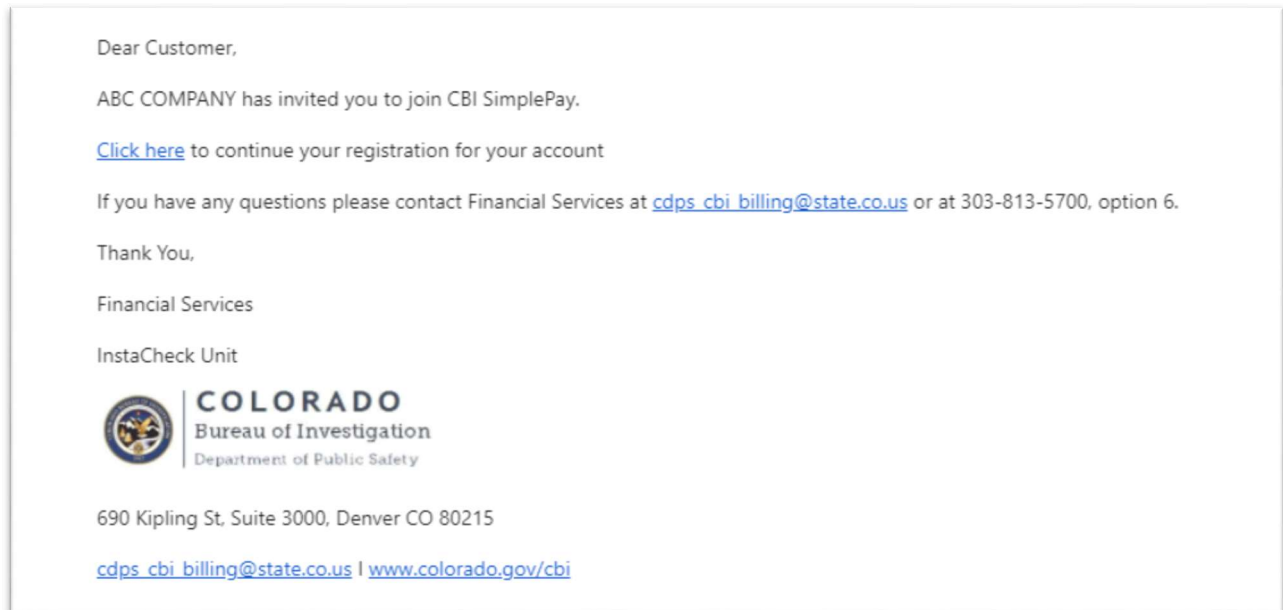
Add New User ×

Name (First Last)*

Email*

Confirm Email*

Step 5: The user will receive an email with further instructions



Step 6: The new user will complete the Register a New User process by confirming information



Register a New User

Name (First Last)*

DEF COMPANY

Account Number*

99999

Submit

Cancel

Confirm Agency Information

Agency Name ABC COMPANY

Agency Address 123 ABC LANE
PAYABLES
LAKEWOOD, CO 80215

Previous

Next

Step 7: The new user will create a username and password

Credentials

Username*

Email*

Confirm Email*

Password*

Confirm password*

Step 8: The new user will select and answer three security questions

Security Questions

Question #1*

Answer #1*

Question #2*

Answer #2*

Question #3*

Answer #3*

Step 9: The customer administrator will receive an email notifying them that a new user is ready for review and approval

Dear Customer,

A new user has registered under your CBI SimplePay account. Please log in to approve the new user.

[Click here](#)

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 | www.colorado.gov/cbi

Step 10: Login to SimplePay and open the Manage Users/Subsidiaries tab

Step 11: Click on the drop down arrow next to the new user with a status of Pending Approval

Manage Users/Subsidiaries

Users | Subsidiaries

Add New User Search

2 items. Extract All to File

Display Name	Username	Email	Subsidiary	Role	Status	Created Date
ABC COMPANY	99999		99999	Admin	Active	05/11/2021
DEF COMPANY	newuser	cdps_cbi_billing@state.co.us	99999	User	Pending Approval	05/12/2021

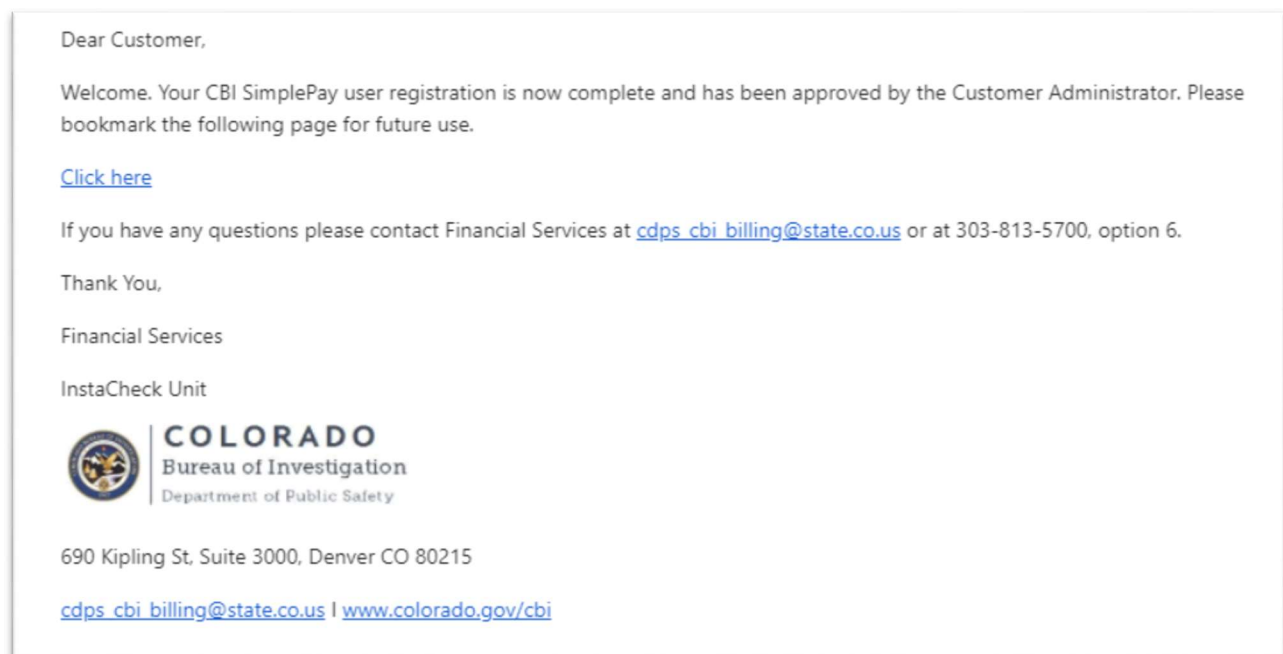
Step 12: Select Yes if you would like to approve the new user and enter a reason such as "new user".

Approve User

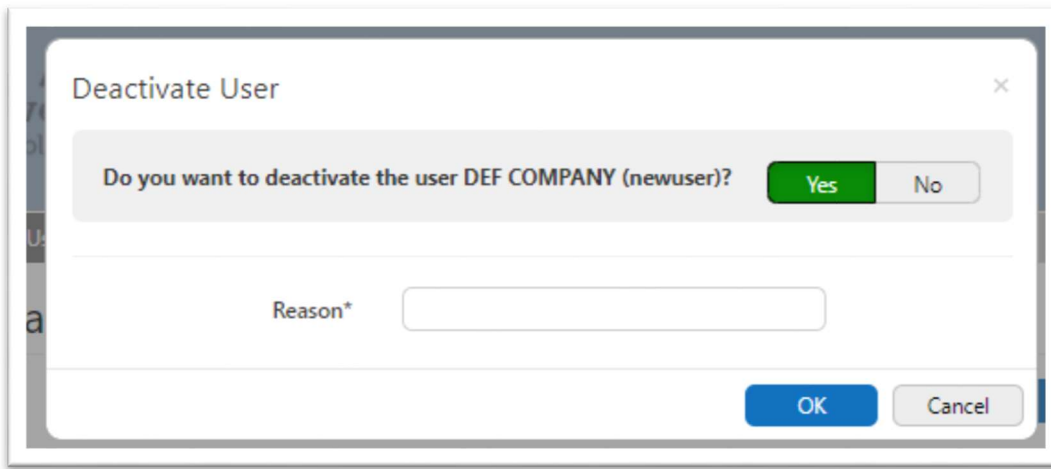
Do you want to approve the user DEF COMPANY (newuser)?

Reason*

Step 13: The new user will receive an email confirmation that their request has been approved

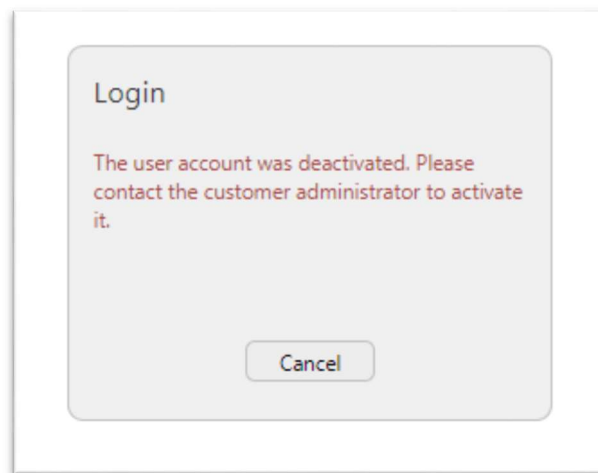


Step 14: If you wish to cancel the users access to SimplePay you can do so by selecting the drop down arrow next to the user and selecting Deactivate. Select Yes and enter a reason such as “no longer employed” if you wish to deactivate the account.



A dialog box titled "Deactivate User" with a close button (X) in the top right corner. The main text asks, "Do you want to deactivate the user DEF COMPANY (newuser)?". Below this text are two buttons: "Yes" (highlighted in green) and "No". A horizontal line separates this from a "Reason*" label followed by an empty text input field. At the bottom right, there are two buttons: "OK" (highlighted in blue) and "Cancel".

Step 15: The user will no longer have access to the account and will be denied entry



A dialog box titled "Login" with a light gray background. The text inside reads: "The user account was deactivated. Please contact the customer administrator to activate it." Below the text is a single "Cancel" button.