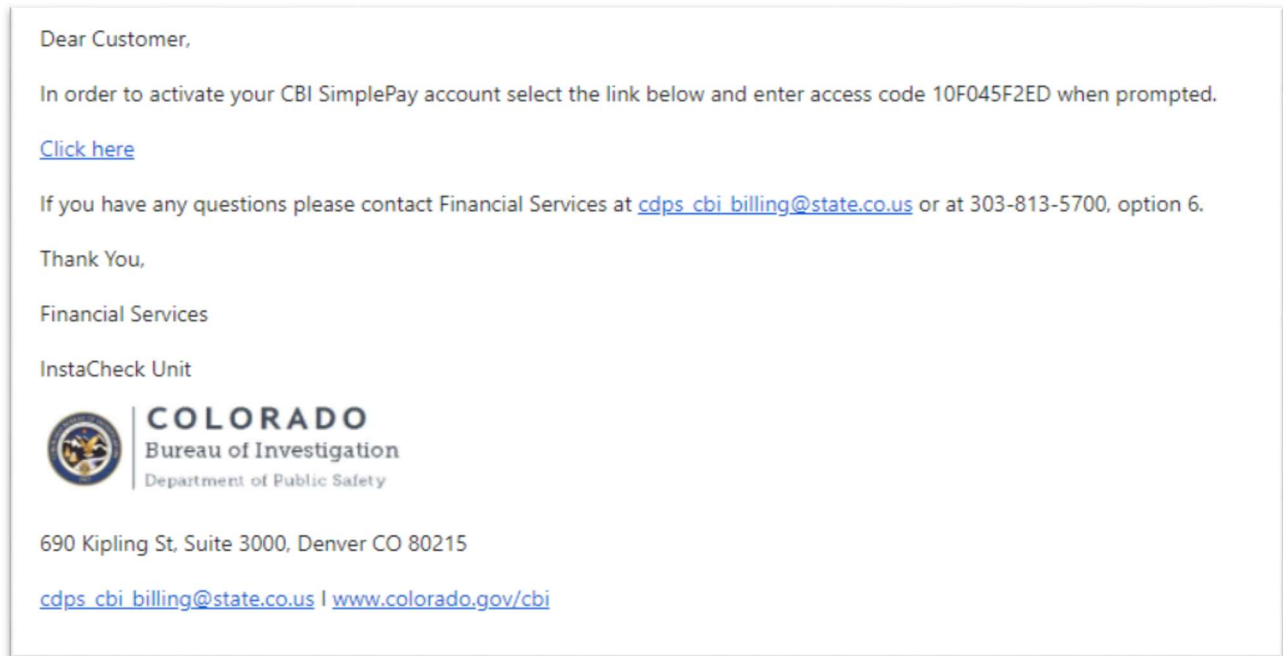



## CBI SIMPLEPAY – CUSTOMER USER GUIDE: CREATING A NEW ACCOUNT

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 [cdps\\_cbi\\_billing@state.co.us](mailto:cdps_cbi_billing@state.co.us) and we will gladly update your account.



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

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### Register Customer

Enter Account Number and Access Code

Account Number\*

Access Code\*

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 (! # \$ % & \* - . ? @ ^)

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### Register Customer


User Credentials

Username\*

Password\*

Confirm password\*

Step 4: Select and answer three security questions.

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### Register Customer

Security Questions

Question #1\*

Answer #1\*


Question #2\*

Answer #2\*

Question #3\*


Answer #3\*

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.

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### Register Customer

Register Customer Complete

 Your registration has been completed successfully.