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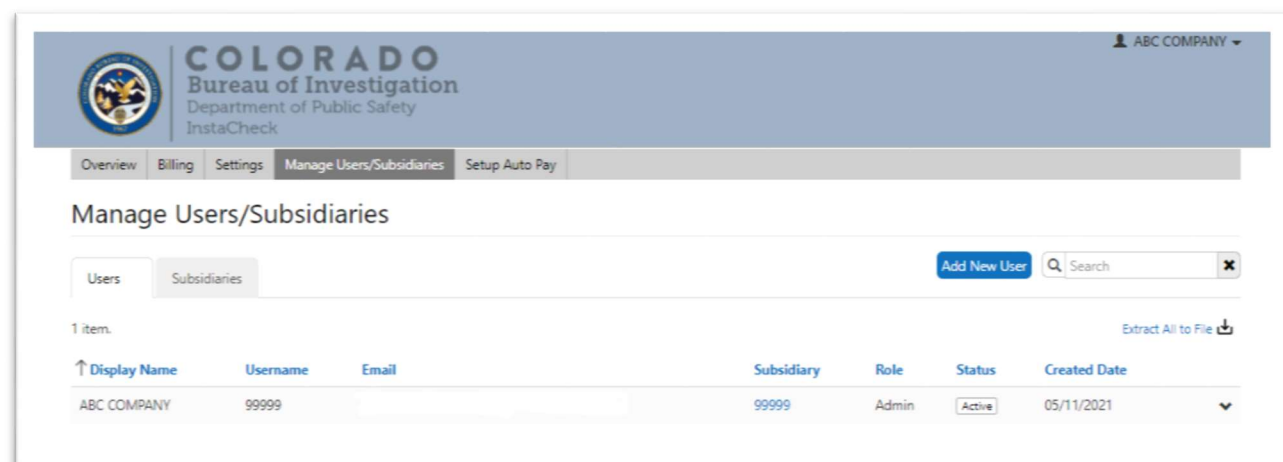
SimplePay allows a customer administrator to add additional users to the account. The additional user may make payments and view invoices on behalf of the account.

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.

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

Dear Customer,

ABC COMPANY has invited you to join CBI SimplePay.

Click here to continue your registration for your account

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

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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 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*

newuser

Email*

cdps_cbi_billing@state.co.us

Confirm Email*

cdps_cbi_billing@state.co.us

Password*

••••••••

Confirm password*

••••••••

Previous   Next

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

Security Questions

Question #1*   -select-

Answer #1*

Question #2*   -select-

Answer #2*

Question #3*   -select-

Answer #3*

Previous   Submit

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

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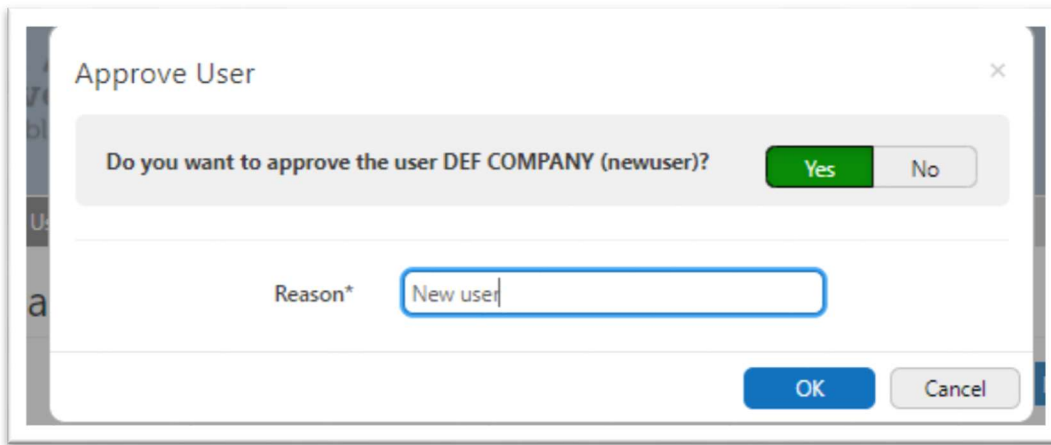
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Step 10: Login to SimplePay and open the Manage Users/Subsidiaries tab

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

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👤 ABC COMPANY ▾

Overview | Billing | Settings | Manage Users/Subsidiaries | Setup Auto Pay

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".

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

Dear Customer,

Welcome. Your CBI SimplePay user registration is now complete and has been approved by the Customer Administrator. Please bookmark the following page for future use.

Click here

If you have any questions please contact Financial Services at cdps_cbi_billing@state.co.us or at 303-813-5700, option 6.
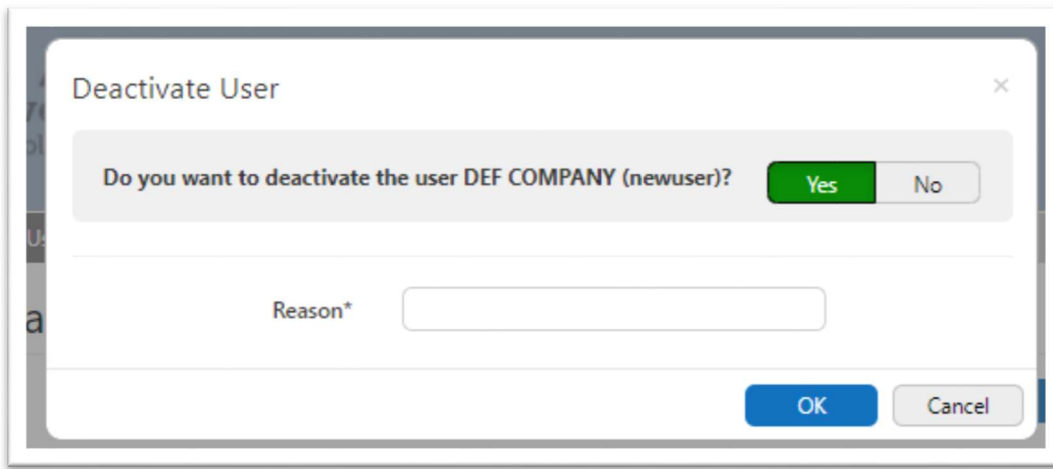
Thank You,

Financial Services

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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.

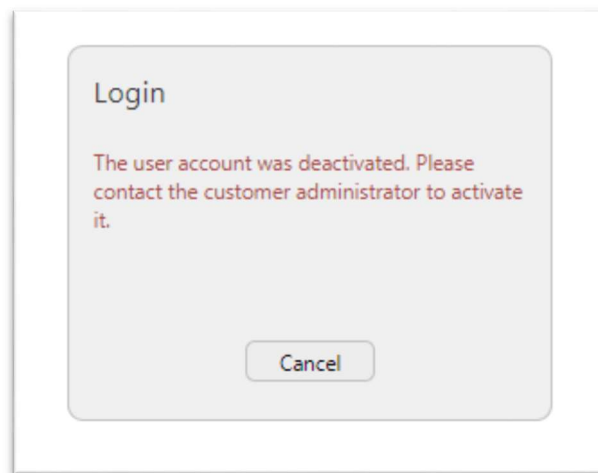**Deactivate User**   ×

Do you want to deactivate the user DEF COMPANY (newuser)?   Yes   No

Reason*   [   ]

OK   Cancel

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

Login

The user account was deactivated. Please contact the customer administrator to activate it.

Cancel