

ePay Online Payment System

Quick Reference Guide

The Online Payment System is an approved alternative to the use of Cashier's Checks and Money Orders utilizing your Checking or Savings Account to make direct payments to the Trustee. This is a payment system, in conjunction with our bank, to provide a verifiable, trustworthy alternate 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**

A **valid current e-mail address**

Registration:

Start by going to the Trustee website at www.dcktrustee.com and select the ePay tab.

Click on the **Register Now** button. This will direct you to the **ePay Online Payment Center** so you may begin the 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 dashes) and the last four digits of your Social Security number.

Example: Case # 4:**13**-bk-**77777**-JJJ and SS# XXX-XX-**1234**

Then the **Online Payment ID** is: 13777771234 (this is an example not your online ID)

After inputting your 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, Additional 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 e-mail us at epay@dcktrustee.com, or view our **ePay Information** page for further assistance.