


# ePay Registration Instructions

1. Go to <http://www.ch13wdva.com/epay.html>
2. Click on the  button.
3. Fill in form. You must have a valid email address. The username must be at least 6 characters long and the password requirements are a minimum of 7 characters, a maximum of 20 characters and at least one numeric character. Once finished click on the "Next" button at the bottom of the page.

OFFICE OF THE CHAPTER 13 TRUSTEE  
*Christopher Micale*  
Administering Bankruptcy Cases in the  
Western District of Virginia

1. Profile Details | 2. Account Details | 3. Confirm Details | 4. Registration Complete

### Registration - Profile Details



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First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>

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Company Name (if applicable)	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip *	<input type="text"/>
Phone *	<input type="text"/>

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Username *	<input type="text"/>	
Password *	<input type="text"/>	
Confirm Password *	<input type="text"/>	

4. On this page the Trustee will already have been chosen for you. You will need to enter your Online Payment ID. Your Online Payment ID is comprised of your case number and the last four digits of your social security number. (Example: If your case number is 12-34567 and the last four digits of your social security number are 8888 then your online payment ID would look like this 12345678888) Once finished click the **"Next"** button at the bottom of the page. If you have entered your Online Payment ID correctly you will be sent to part 3 of the registration. If you continue to receive an error you will need to contact the Trustee's office and verify the information that you are entering is correct and matches the information they have for you at (540) 342-3774 Ext. 100.

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1. Profile Details | 2. **Account Details** | 3. Confirm Details | 4. Registration Complete

### Registration - Account Details



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Christopher Micale *	Christopher Micale ▼
Online Payment ID *	<input type="text"/>
Confirm Online Payment ID *	<input type="text"/>

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[Need Help Finding Your Online Payment ID?](#)

[Add Another Account](#)

 [Close](#)    [Back](#)

5. On this page you will confirm your registration details. Make sure that all of your information is correct. If your information is not correct hit the Back button and correct any mistakes. If all information is correct hit the Submit Registration button at the bottom right of the screen. You will then receive a confirmation of your registration on the next page.