1. Go to https://www.gov.bb/login.php



2. Create a new account (Fill in information and submit).

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	www.gov.bb/login.php					\$
			Z	pay+		
			Easy as 1,	2, 3Register, Login, Pay		
				Sign Up		
En	nter your personal details below:					
	Title *First Name		Middle Name		*Last Name	
	*Email		Male	 National Registration No. 		NIS Number
En	nter your address details below:					
	Lot	*Street		District		
	Zip Code	*City/Town		Parish		
	*Country					
	Phone (Mobile)		Phone (Home)		Phone (Work)	
*E	Enter your security details below:					
	Please Choose First Security Question				*Answer to Security question 1	
	Please Choose Second Security Questio	n			*Answer to security question 2	
En	nter your secure password below:					
	*Password					

3. After email confirmation, sign in.



4. Click on **CAIPO** icon on the right as highlighted.



5. Click on Make a Payment to make a general payment.



6. Select a reason for payment from the drop down list.

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Make A Payment		×
Reason for Payment	SELECT A REASON Y	
Additional Details		
	Select a Reason	
	Application for Registration for External Company (Form 28)	
	Articles of Amalgamation (Form 15)	
	Articles of Ammendment (Form 5)	00
	Articles of Continuance (Form 17)	
	Articles of Dissolution (Form 23)	
	Articles of Incorporation (Form 1)	
	Articles of Incorporation (Non-Profit) (Form 2)	
	Articles of Re-organisation (Form 20)	
	Articles of Revival (Form 21)	
	Business Name Application	
	By Laws	
	Cancellation of External Company	
	Certificate of Revocation of Intent to Dissolve (Form 27)	
	Copy of Business Name Application	
	Copy of Business Name Certificate	
	Copy of Notice of Change of Business	
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7. The cost of the "reason for payment" appears above the ADD TO CART button. Click **Add to Cart** to continue.

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Make A Payment		×
Reason for Payment	FINANCIAL STATEMENTS ~	
	TOTAL : \$ 25.00	
	ADD TO CART	
		ENC 859 AM
> Type here to search		eng 4/22/2020 1

8. If you have more than one service to be paid for, click **CONTINUE ON SERVICE** and repeat from STEP 5 above to keep adding services. If not, click on **GO TO CART**.



9. The list of services you selected to be paid for will appear in your cart. Click on **Pay Now** in the top right corner.

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→ C a www.gov.bb/portal/mycart.php Payment Cart		3 ltem(s) : BBD\$ 130.00	rr € \$ PAY NOW
	i≡ ITEMS		🔭 Cart
ACCOUNT:			Service Delivery
Take A Tour	Current items in your cart		
	Showing 10 • entries	Sea	arch:
û Dashboard	Items		
Invoices	LATE FEE - NOTICE OF DIRECTOR	22 Apr 2020 @ 9:03 am	BBD\$100.00
📜 Cart	LATE FEE - NOTICE OF DIRECTOR		
Payment History	Details		
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Service Accounts	FINANCIAL STATEMENTS	22 Apr 2020 @ 9:00 am	BBD\$25.00
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10. Click **Proceed to Checkout** and select your preferred payment option. USING THE CREDIT CARD OPTION. Select **Credit Card** and Click **CONTINUE** at the bottom.

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DCEED TO CHECKOUT		×
PAYMENT WIZARD - STEP 1 OF 3		CART #:
1 Payment Provider	2 Payment Details	3 Confirm and Pay
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Credit Card		
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CONTINUE >]	Terms and Conditions Privacy Help

11. Enter your billing information and click **CONTINUE**.

	2 OF 3			CART #:	
1 ~	Payment Provider		2 Payment Details	3 Confirm and Pay	
Billing Informat * Cardholder Name:	ion			Powered by: plugnpay	/
* Card Number: * Exp Month:	* Exp Year:	* CVV:			
Select Billing Address * Address 1:	• Select	•			
* City/Parish:	Country:	*2	ZIP:		

12. Confirm your information and Pay.