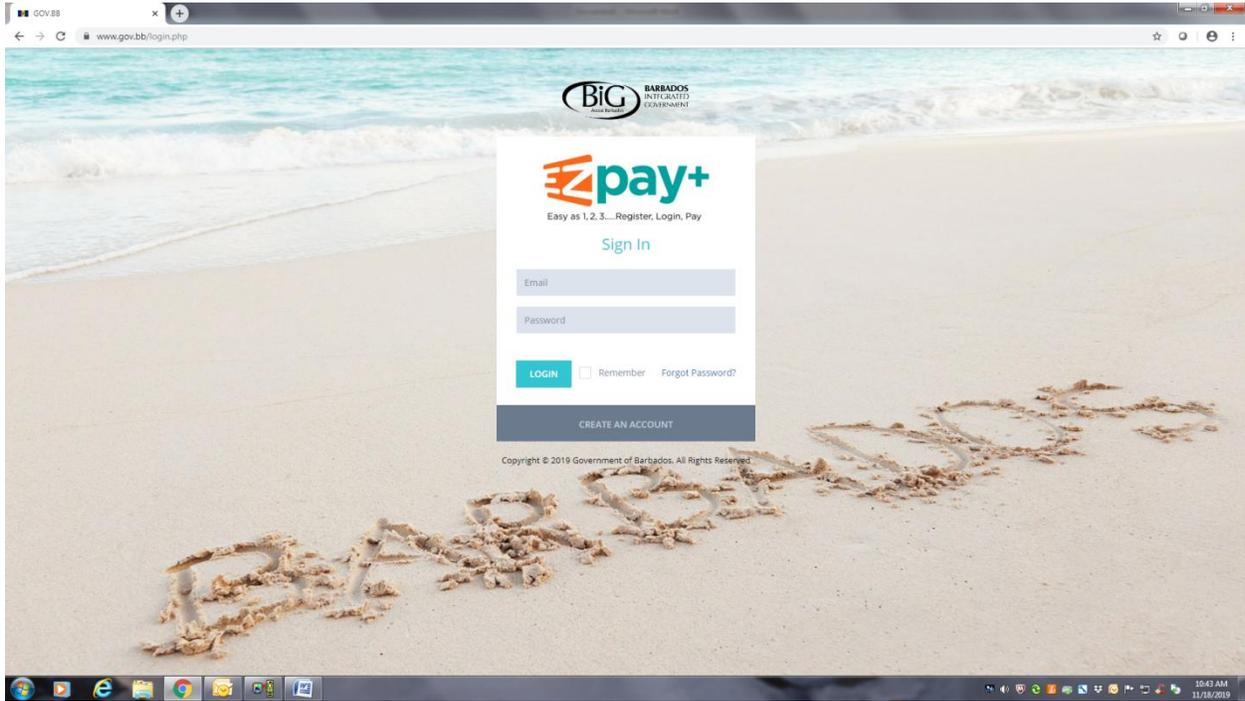
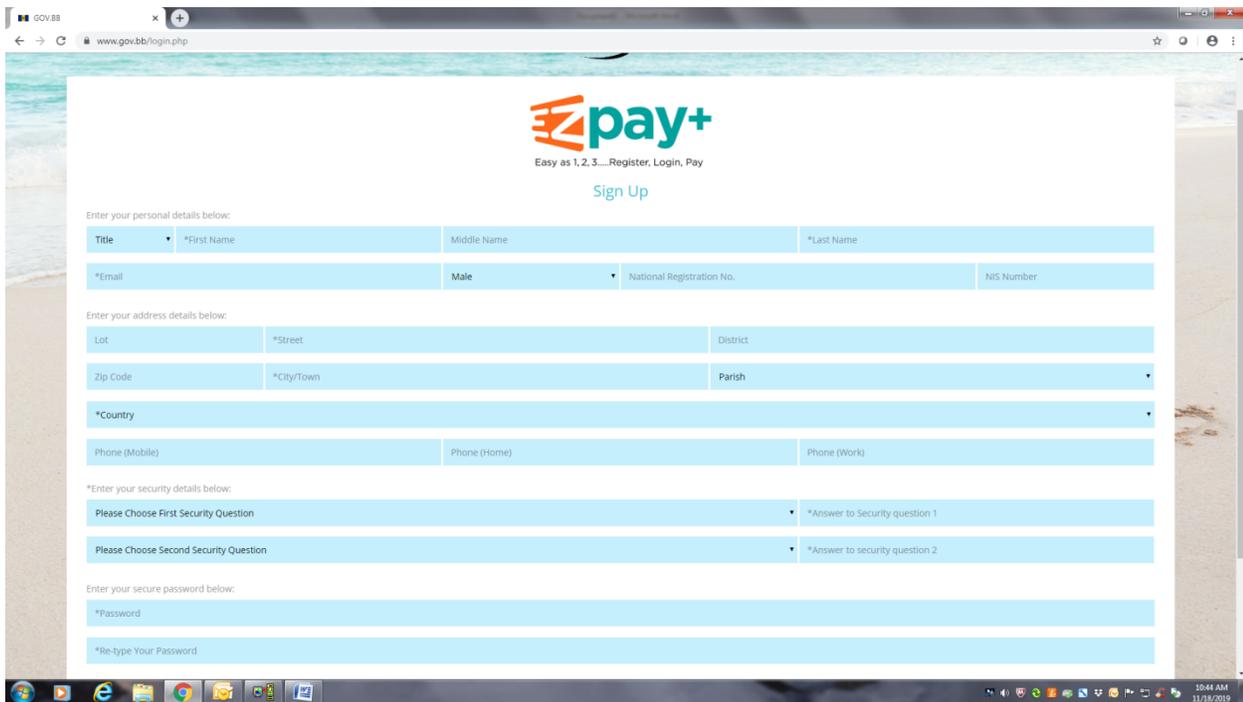


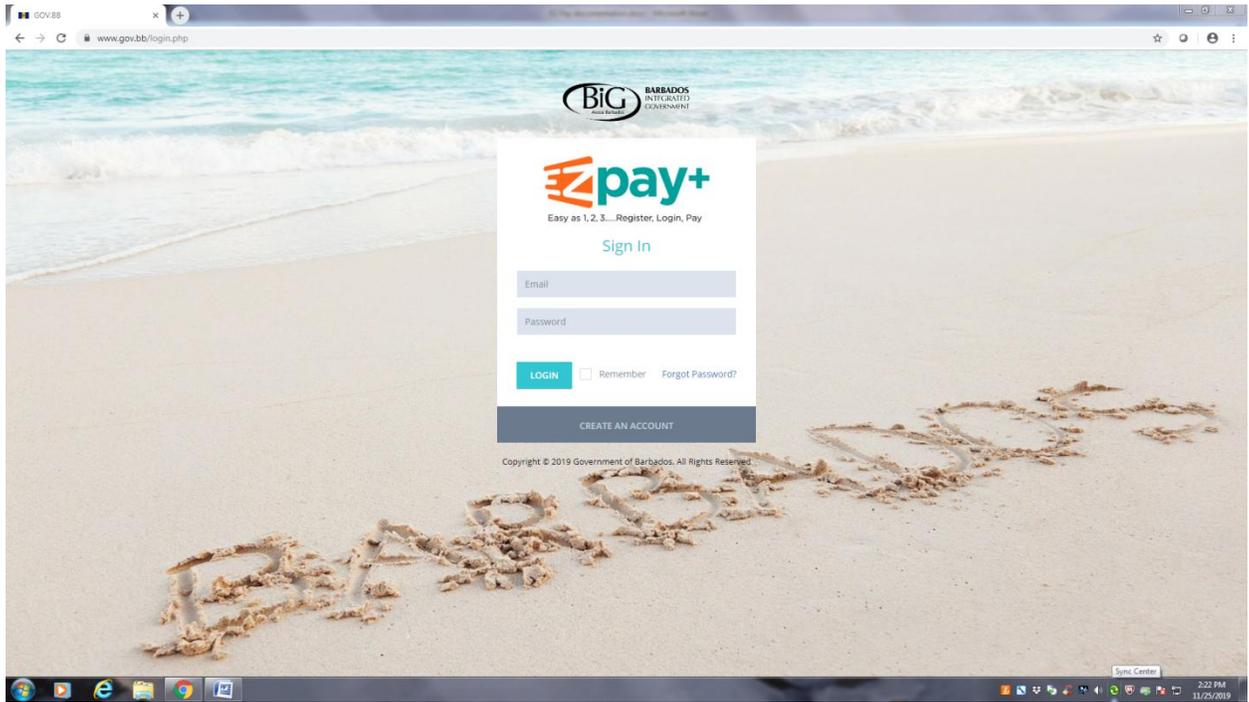
1. Go to <https://www.gov.bb/login.php>



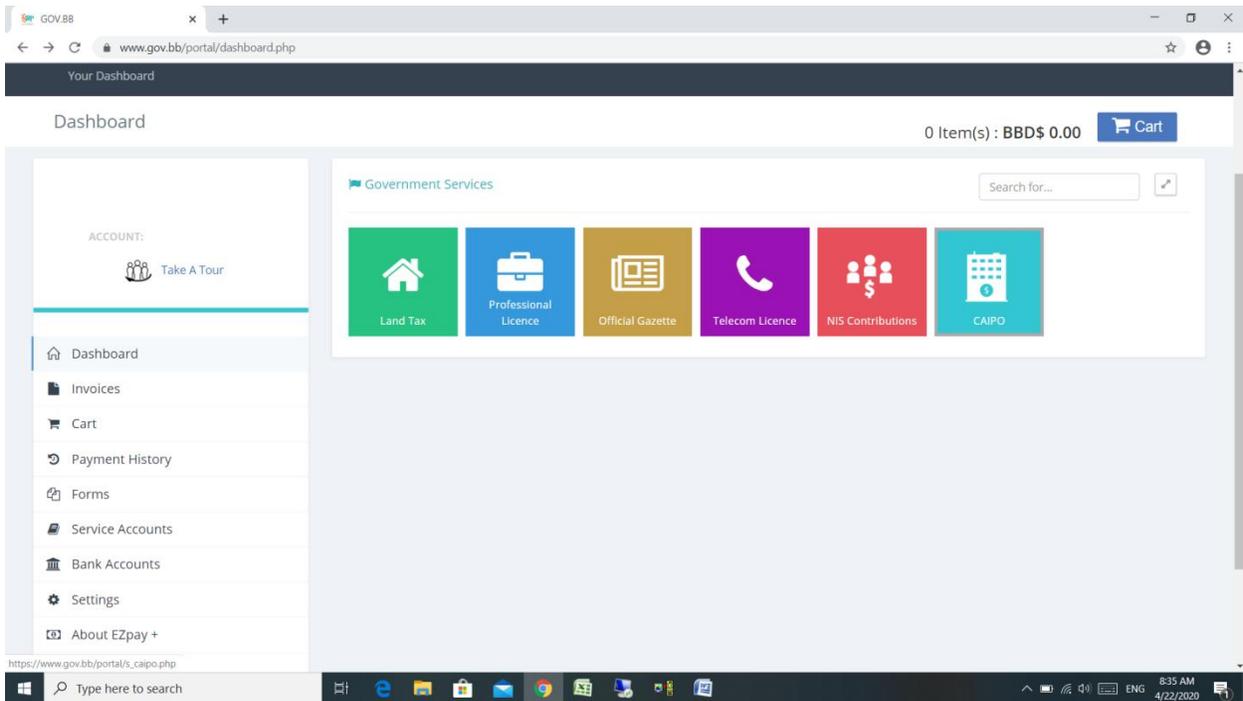
2. Create a new account (Fill in information and submit).



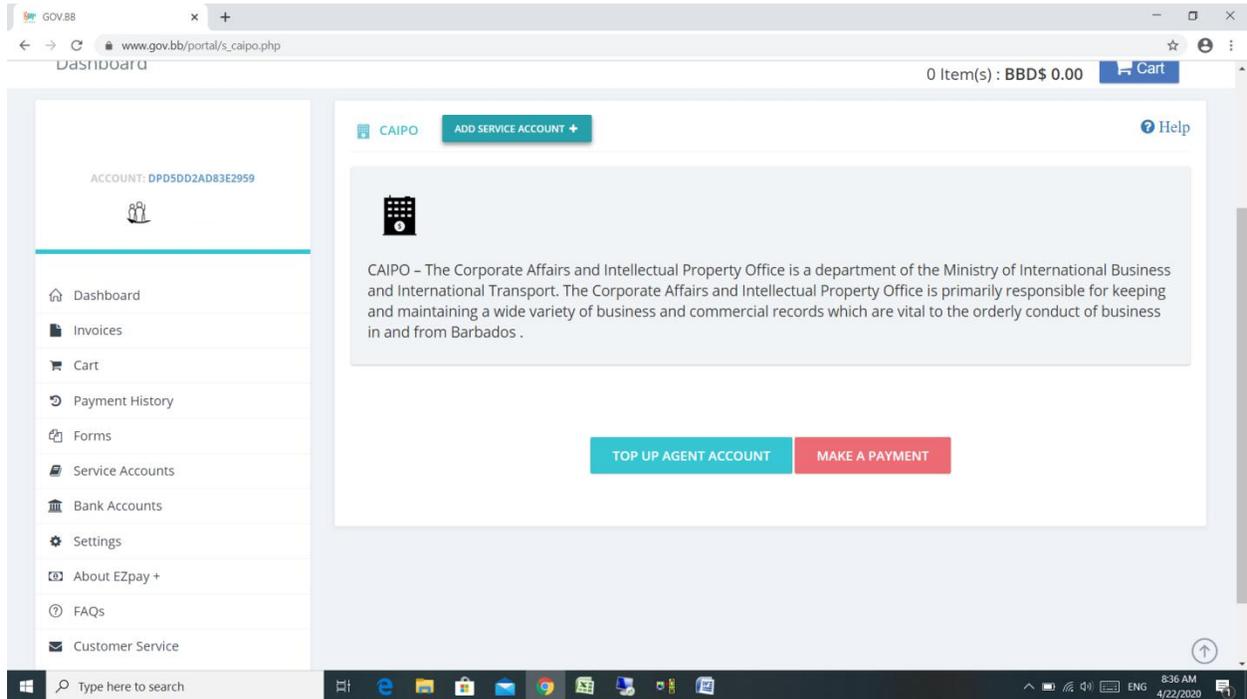
3. After email confirmation, sign in.



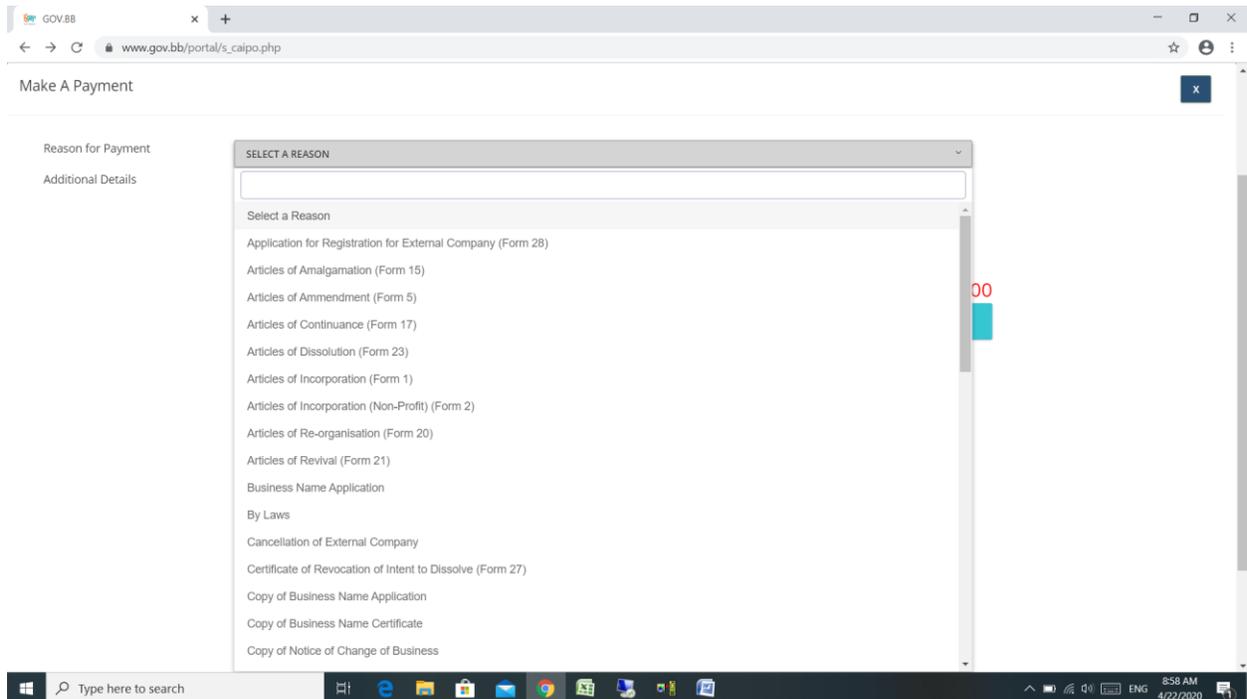
4. Click on **CAIPO** icon on the right as highlighted.



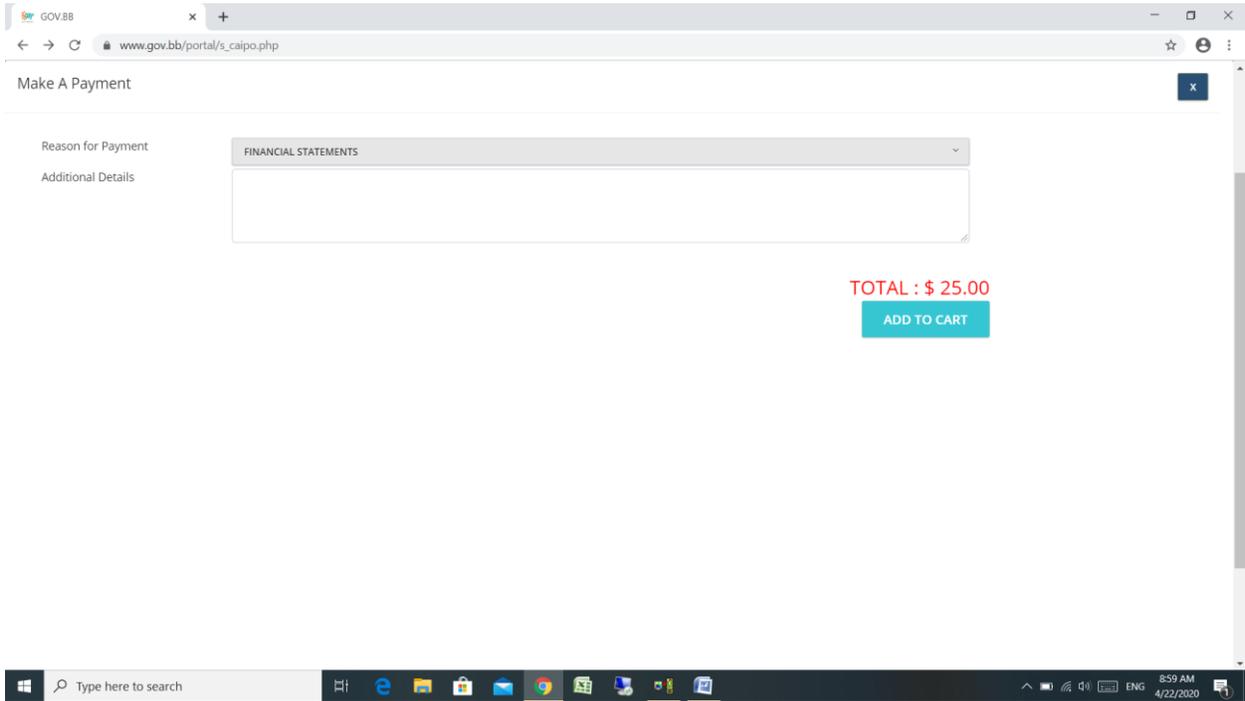
5. Click on **Make a Payment** to make a general payment.



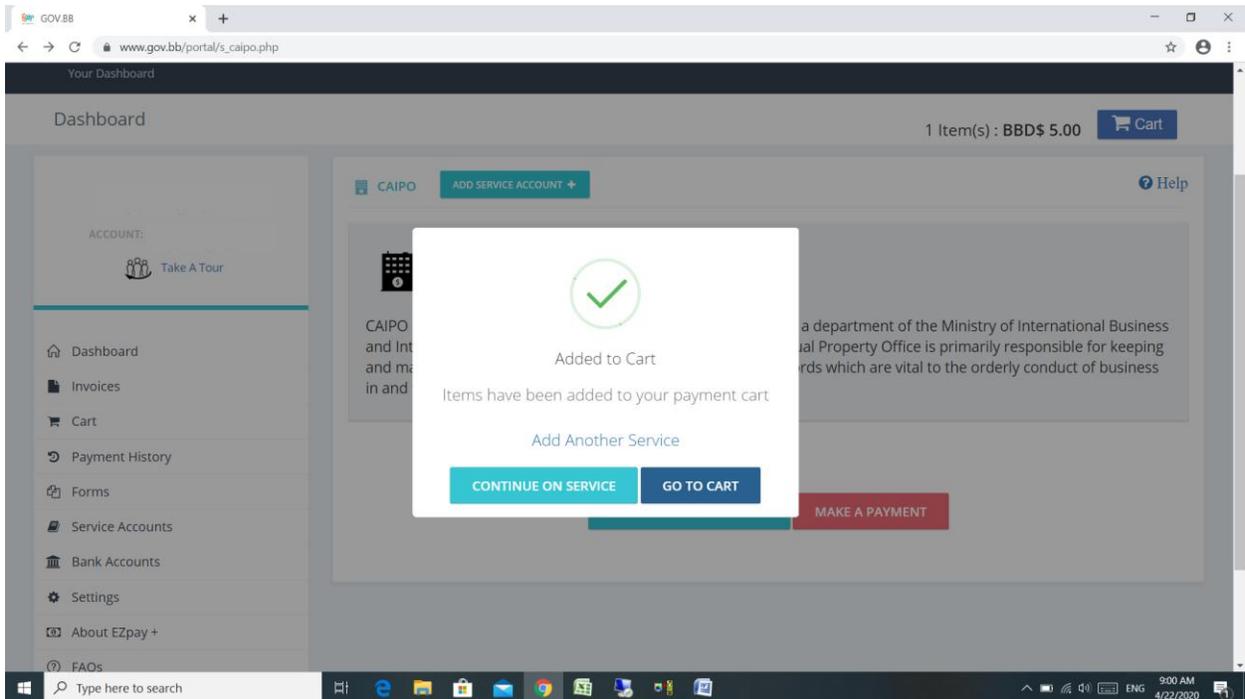
6. Select a reason for payment from the drop down list.



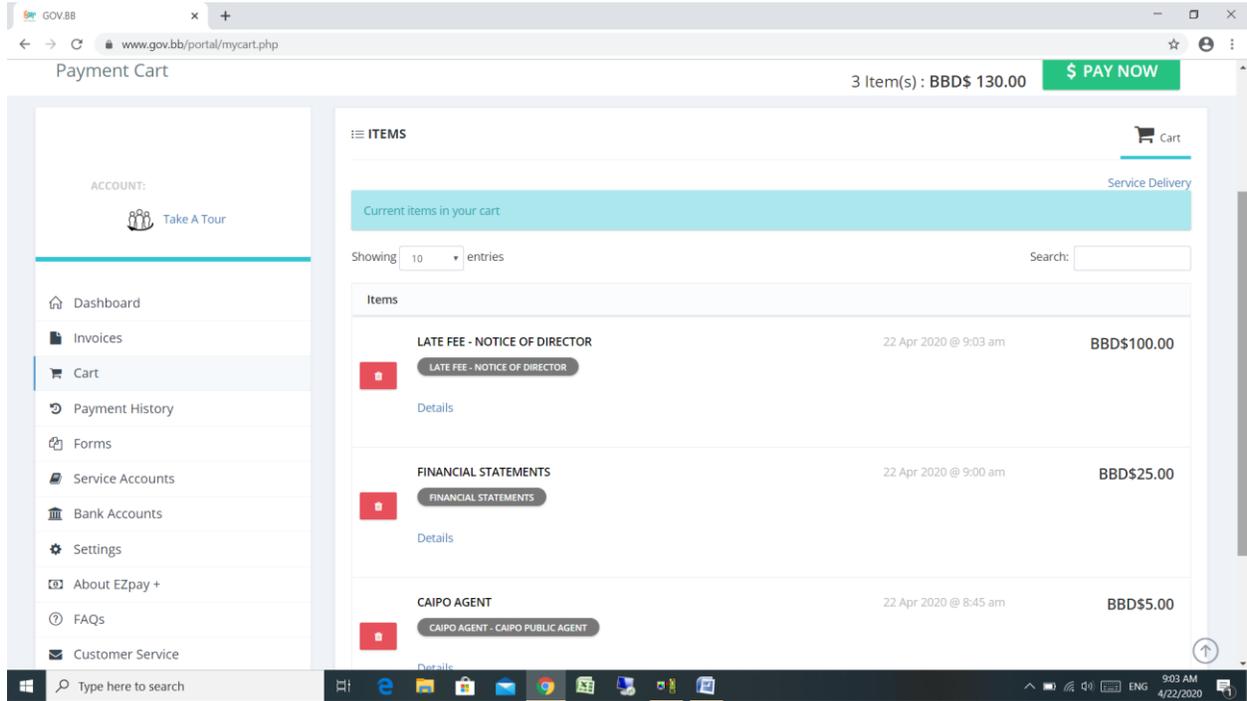
- The cost of the “reason for payment” appears above the ADD TO CART button. Click **Add to Cart** to continue.



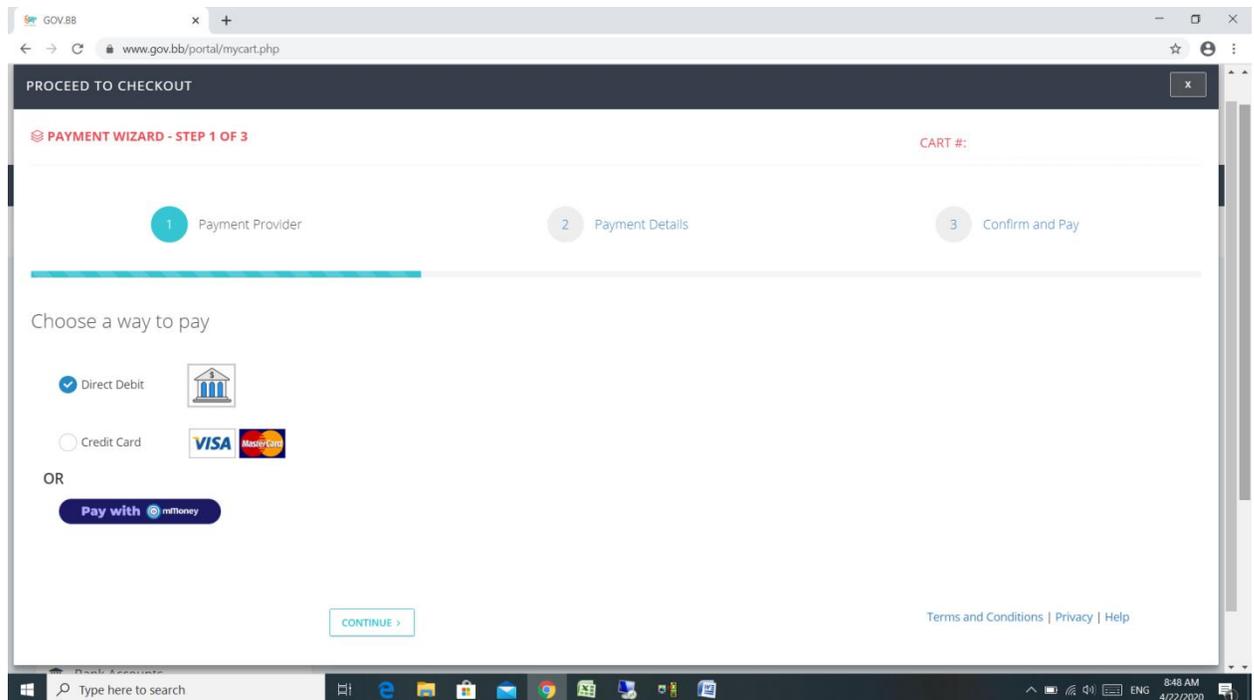
- If you have more than one service to be paid for, click **CONTINUE ON SERVICE** and repeat from STEP 5 above to keep adding services. If not, click on **GO TO CART**.



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.



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.



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

The screenshot shows a web browser window with the URL [www.gov.bb/portal/mycart.php](http://www.gov.bb/portal/mycart.php). The page title is "PAYMENT WIZARD - STEP 2 OF 3". At the top right, there is a "CART #:" label. Below the title, there is a progress bar with three steps: 1. Payment Provider (completed), 2. Payment Details (current step), and 3. Confirm and Pay. The main content area is titled "Billing Information" and includes the following fields: \* Cardholder Name: (text input), \* Card Number: (text input), \* Exp Month: (dropdown menu with "Select" option), \* Exp Year: (dropdown menu with "Select" option), \* CVV: (text input), \* Address 1: (text input), \* City/Parish: (text input), Country: (dropdown menu with "Barbados" selected), and \* ZIP: (text input). The "Powered by: plugnpay" logo is visible in the top right corner of the form area. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 8:49 AM and date 4/22/2020.

12. Confirm your information and Pay.