

## **Sign up for Pay-star payment vendor**

1. Go to [www.swfanninsud.org](http://www.swfanninsud.org)
2. Click bill payment on the right-hand side of page
3. Click on pay your bill now
4. Type in your account number where it says look up account
5. Click create account at the top of the page
6. Put in your information
7. Hit create account
8. You will receive an email to set up a password
9. Go to your email
10. Find the email from Pay-star
11. Click the link in that email to create your password
12. Create your password  
The password must have a capital letter, lower case letter, number, and a symbol
13. You should now be logged in

## **If you already have an account set up with Pay-star**

1. Go to [www.swfanninsud.org](http://www.swfanninsud.org)
2. Click bill payment on the right-hand side of page
3. Click on pay your bill now
4. Click on already registered? Login with email
5. Put your email and password in
6. Click log in