

For Internet Explorer Browser –

GovSwipe SET UP & WEBSITE ACCESS:

STEP 1: Plug the MSR (Magnetic Strip Reader) into one of the computer's USB connection ports

STEP 2: Open Internet Explorer and access the following website:

www.govpaynow.com/gps/user/?plc=XXXX

(Note: "XXXX" = Pay Location Code)

STEP 3: Right click anywhere on the webpage and select "Create Shortcut"



STEP 4: Rename the shortcut–GovPayNet PLC XXXX

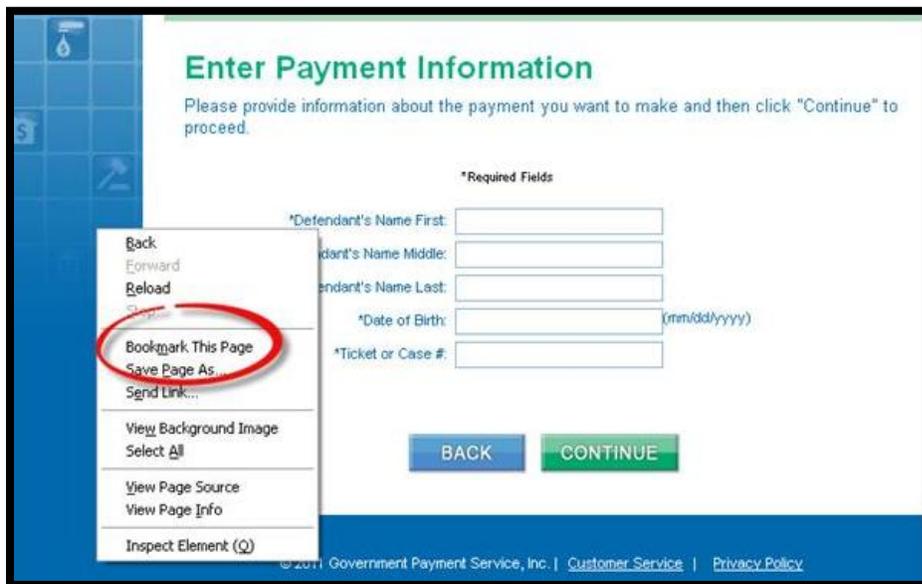


For Mozilla Firefox Browser –

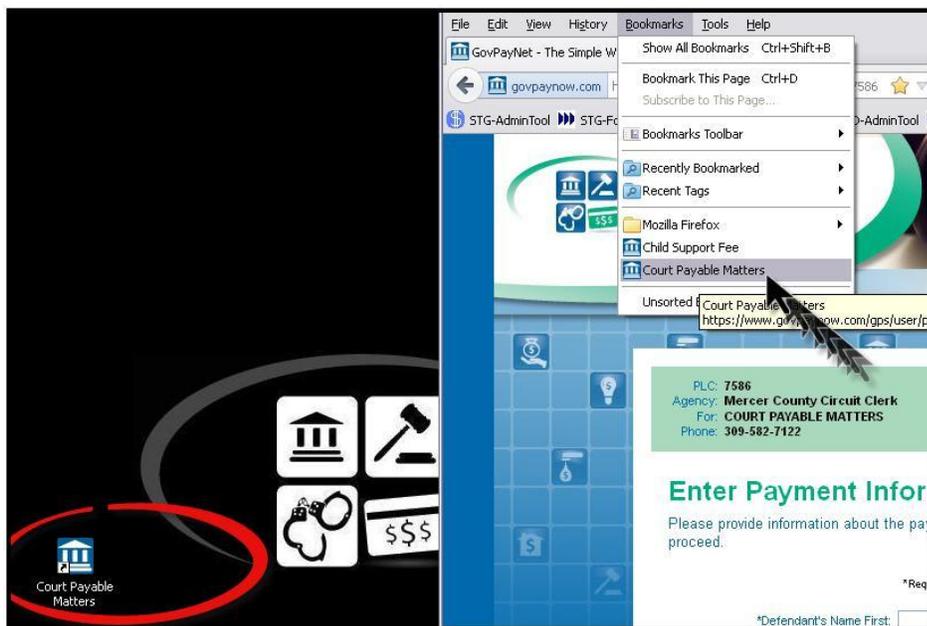
Step 1: Open the link(s), as noted below in your Firefox browser.

<https://www.govpaynow.com/gps/user/plc/XXXX> (Note: XXXX = Pay Location Code)

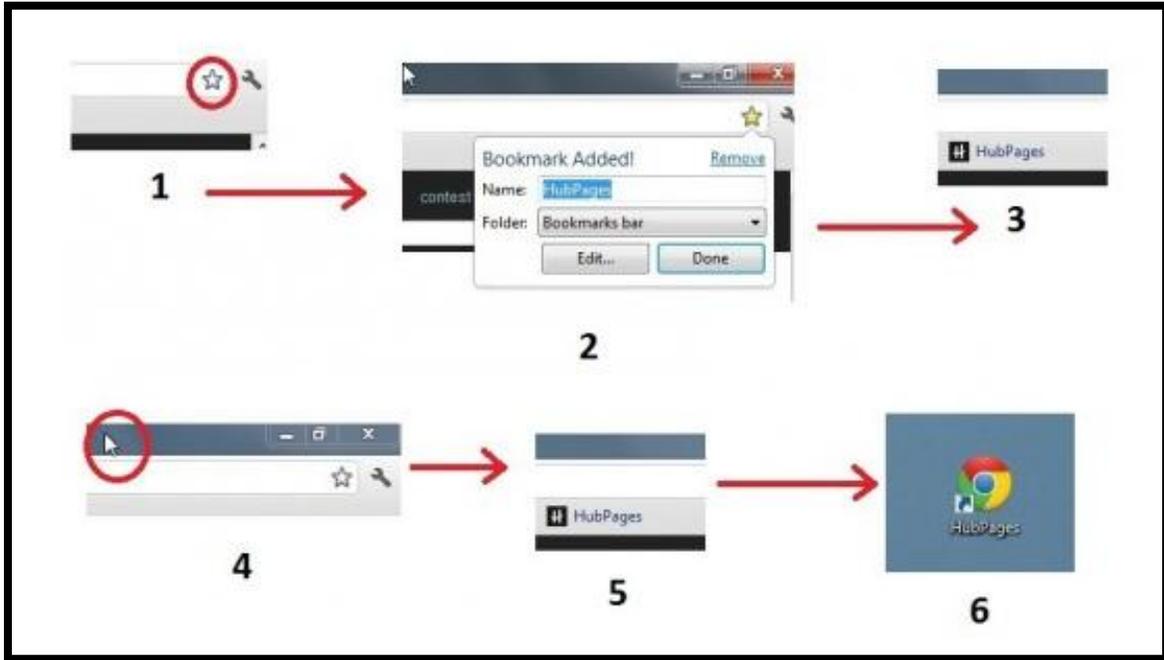
Step 2: Right Click and select “Bookmark This Page”.



Step 3: Go to your Bookmarks and select the link (hold left-mouse button down) and drag to your desktop. Make sure your webpage is minimized so you can see your desktop too. *Rename Link.*



For Google Chrome Browser –



Step 1: Open the link(s), as noted below in your Google Chrome browser.

<https://www.govpaynow.com/gps/user/plc/XXXX> (Note: XXXX = Pay Location Code)

Step 2: Click on the star in the upper right hand corner.

Step 3: This will generate a bookmark, rename the bookmark (such as the Type of Payment). Click “Done”.

Step 4: The bookmark will now be visible.

Step 5: Click on the area shown, and drag the page such that a portion of your desktop is visible.

Step 6: Go to your bookmark, left click and drag it onto the desktop.

Step 7: See that your shortcut has been created on your desktop. *Optional:* Rename the shortcut by right-clicking and select “Rename”.