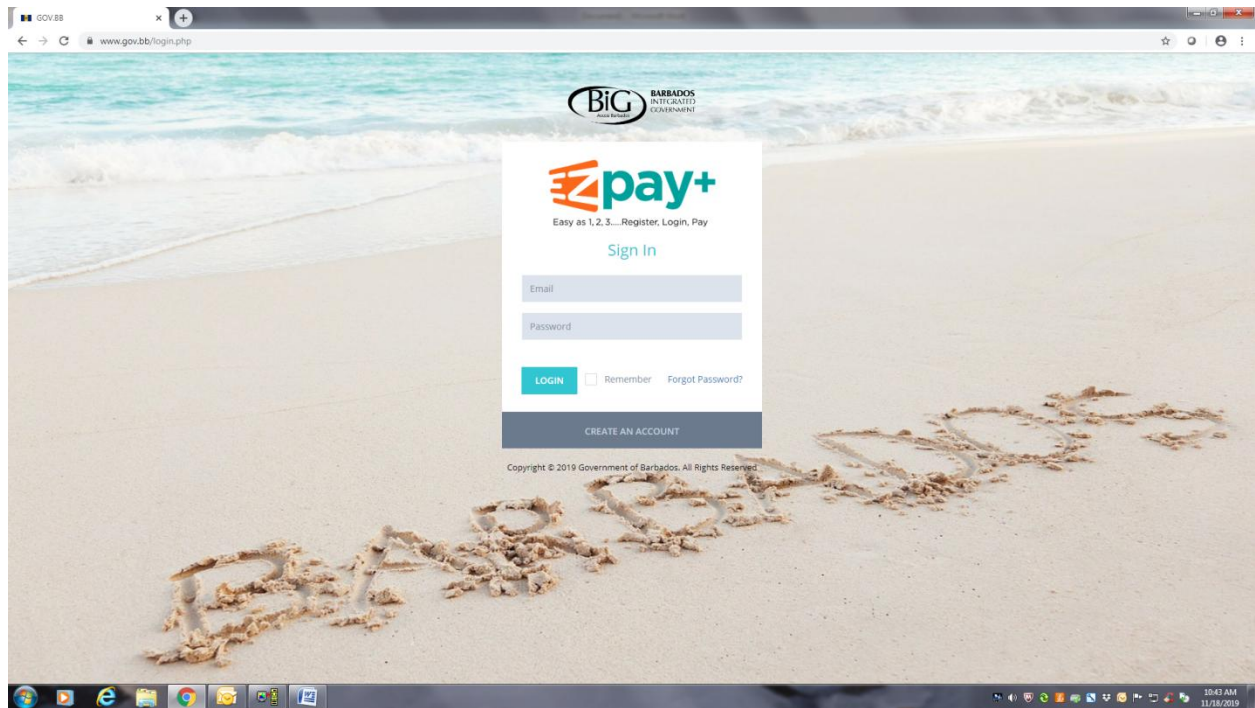


1. Go to <https://www.gov.bb/login.php>



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

Enter your personal details below:

Title	*First Name	Middle Name	*Last Name
*Email	Male	National Registration No.	NIS Number

Enter your address details below:

Lot	*Street	District
Zip Code	*City/Town	Parish
*Country		
Phone (Mobile)	Phone (Home)	Phone (Work)

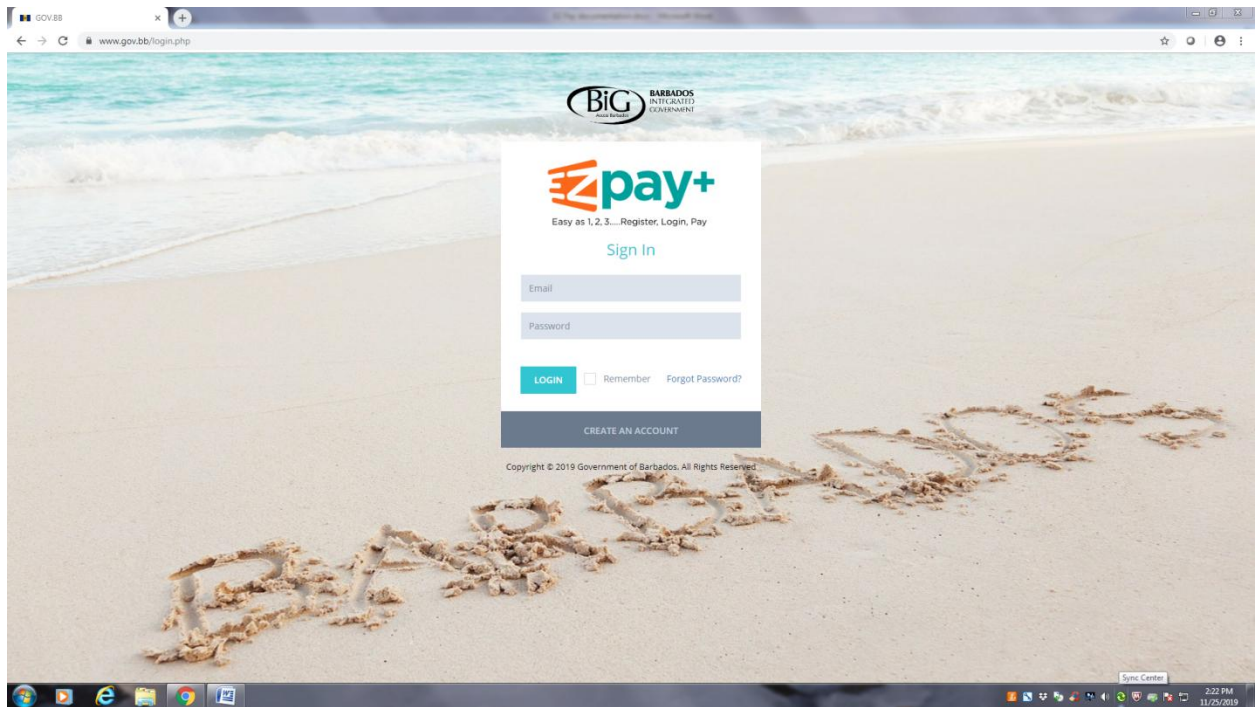
*Enter your security details below:

Please Choose First Security Question	*Answer to Security question 1
Please Choose Second Security Question	*Answer to security question 2

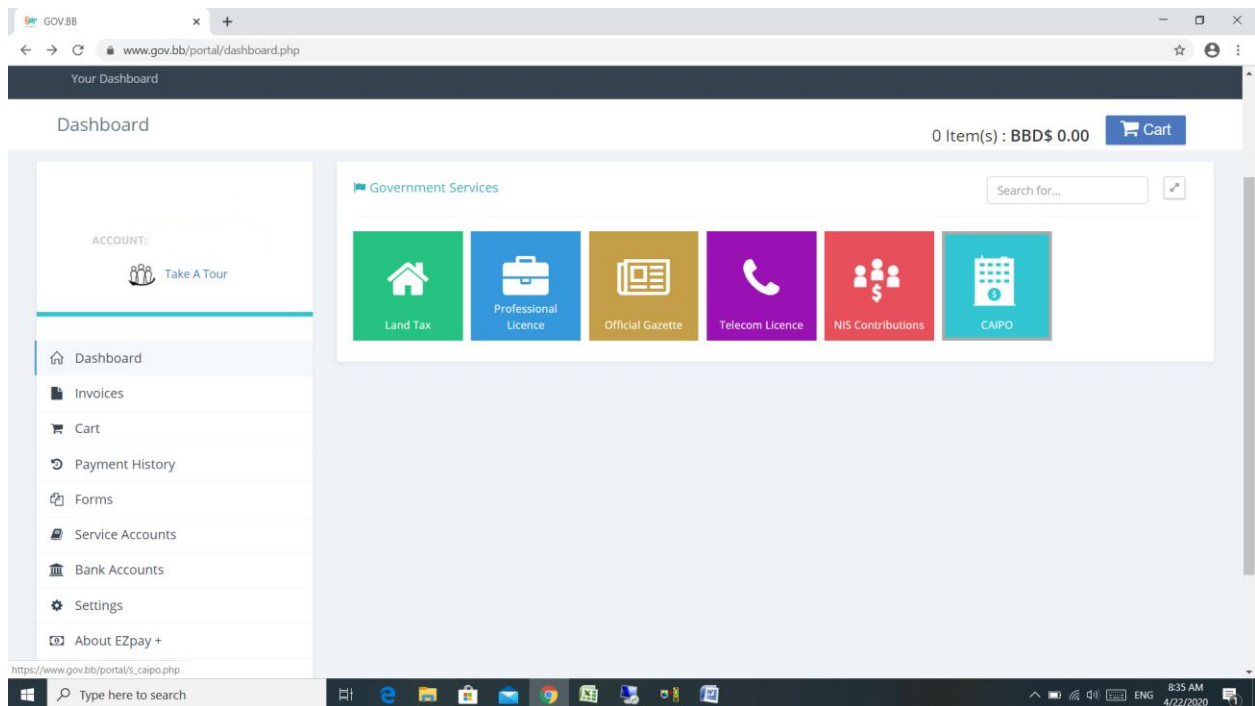
Enter your secure password below:

*Password
*Re-type Your Password

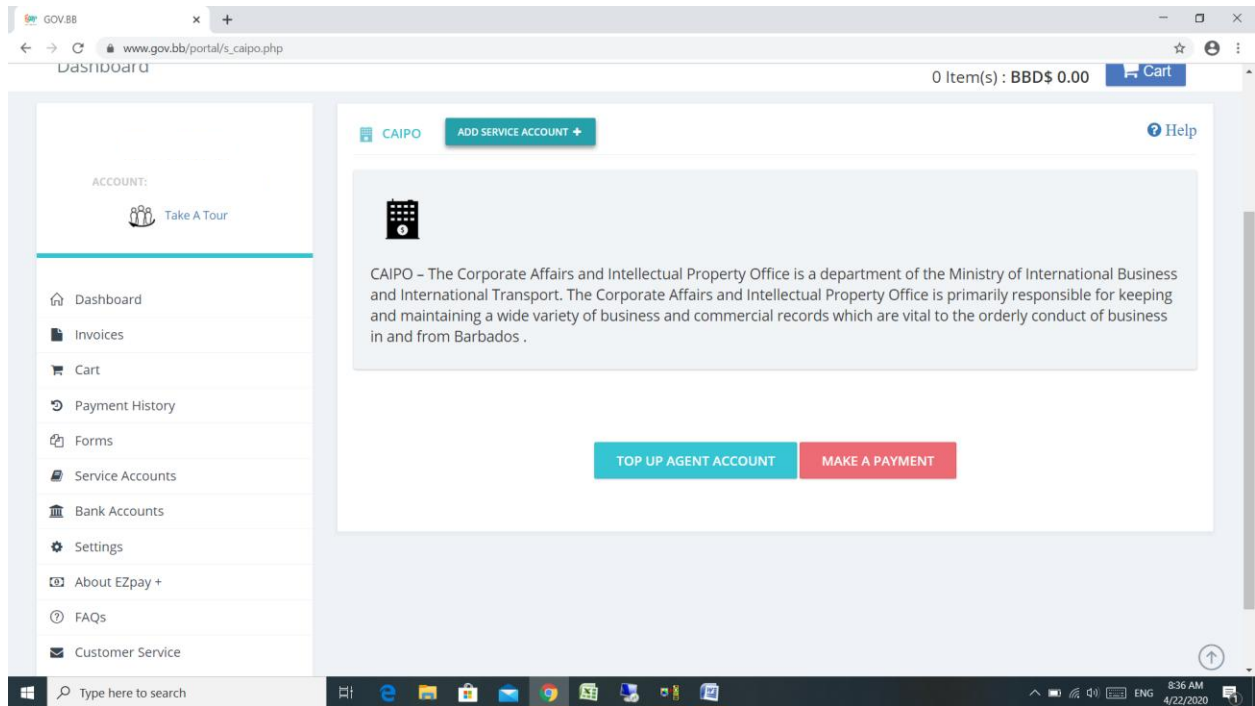
3. After email confirmation, sign in.



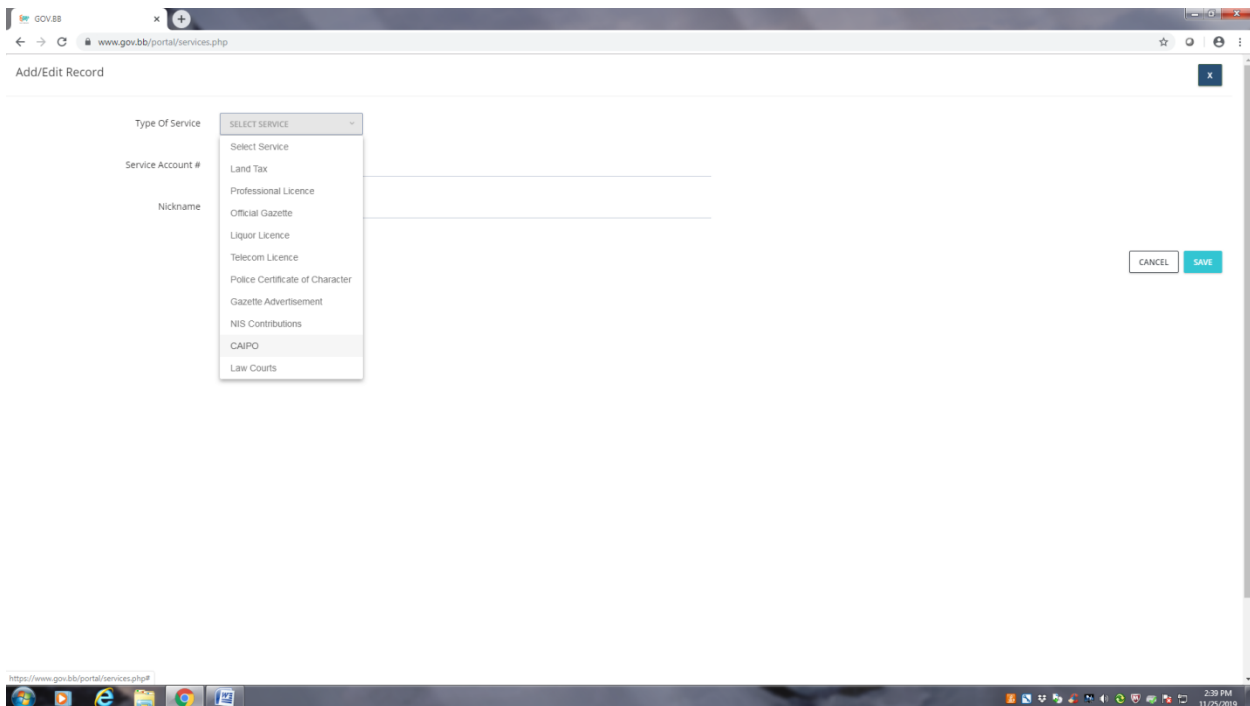
4. Click on **CAIPO** icon on the right as highlighted.



5. Click on “Add Service Account” to create a service account.



6. Select **CAIPO** as the Type of Service



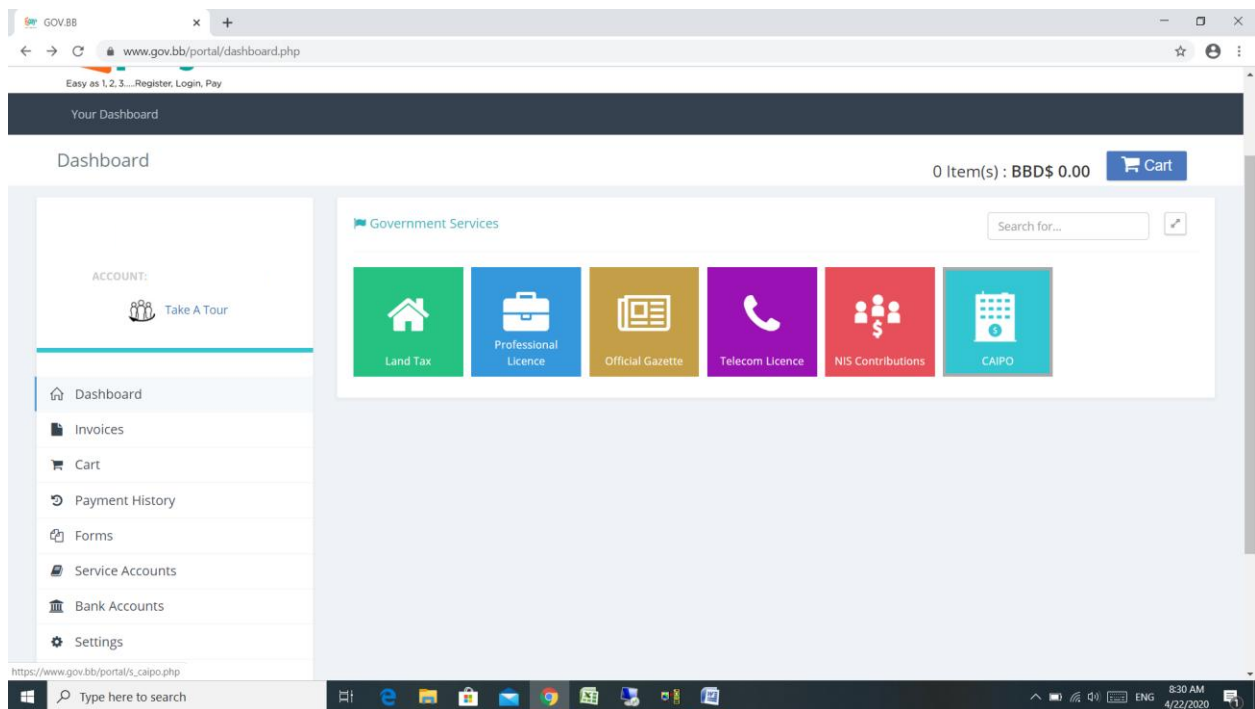
7. Enter your Agent Number **without** the prefixed “A#” and the name on the account and click **save**.

The screenshot shows a web browser window with the URL www.gov.bb/portal/s_caipo.php. The page title is "Add/Edit Record". The form contains the following fields:

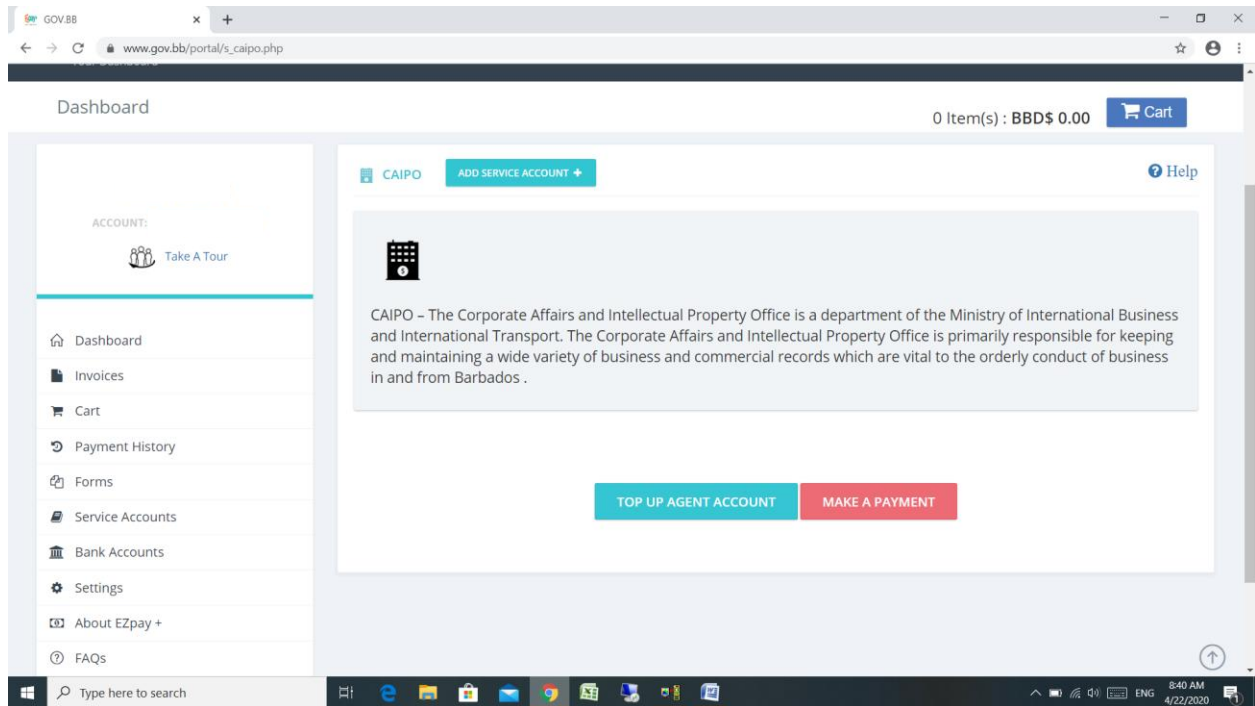
- Type Of Service:** A dropdown menu with "CAIPO" selected.
- Service Account (Caipo Agent Number):** A text input field containing "1001".
- Nickname:** A text input field containing "Test Agent".

At the bottom right of the form, there are two buttons: "CANCEL" and "SAVE". The Windows taskbar at the bottom shows the time as 8:38 AM on 4/22/2020.

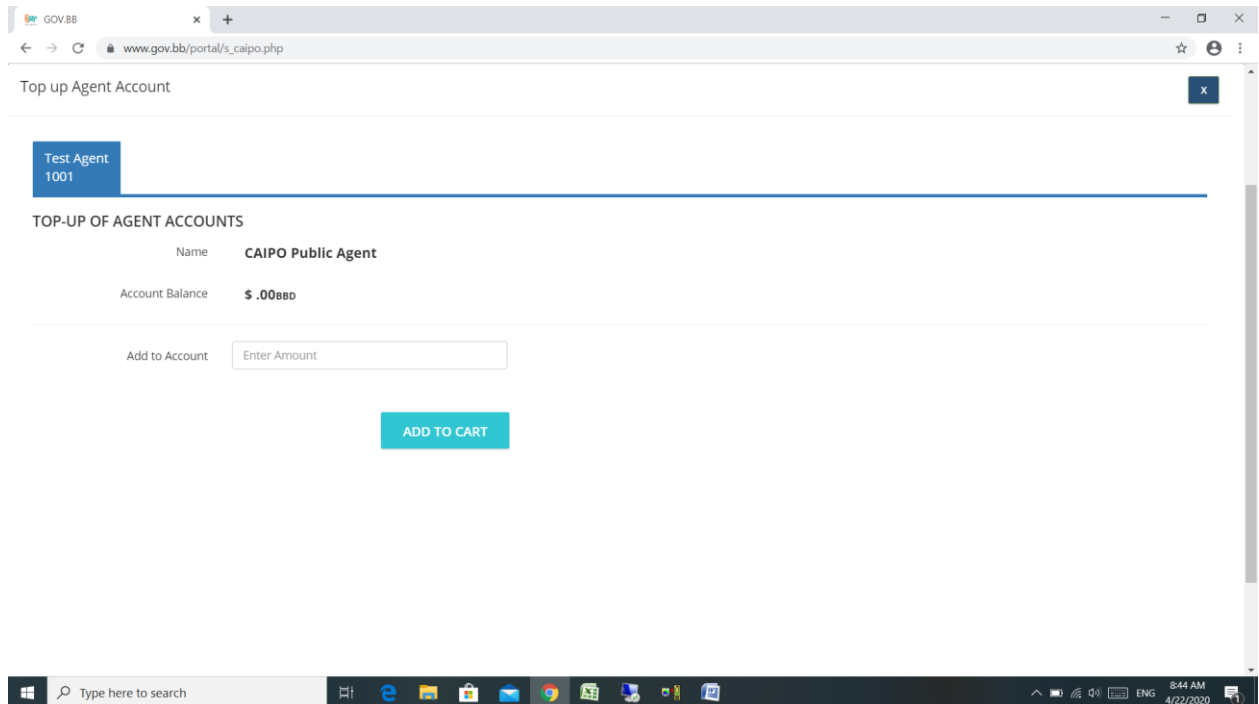
8. Go back to the Dashboard and Click the **CAIPO** icon under Government Services.



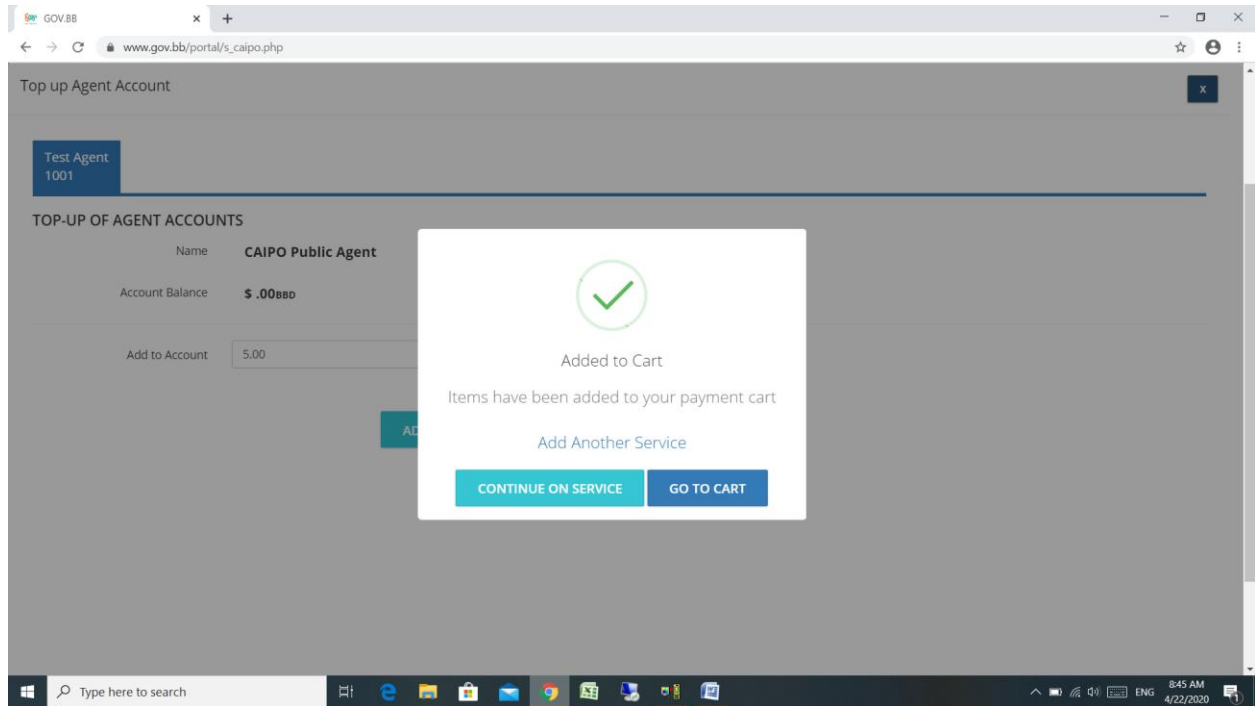
9. Click **TOP UP AGENT ACCOUNT**.



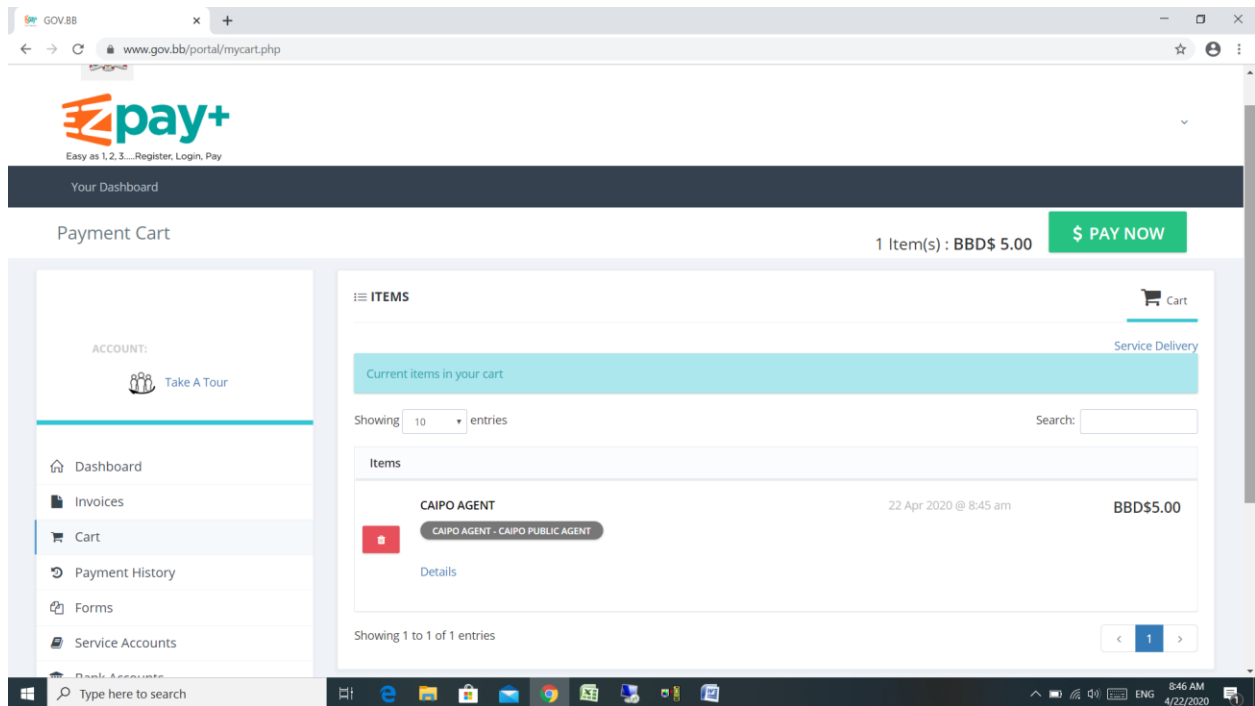
10. Enter the amount you want to top up your agent account by and click **Add to cart**.



11. Click **Go to cart** to view.



12. Click on **Pay Now** in the top right corner.



13. Click **Proceed to Checkout** and select your preferred payment option. USING THE CREDIT CARD OPTION. Select **Credit Card** and Click **CONTINUE** at the bottom.

The screenshot shows a web browser window with the URL www.gov.bb/portal/mycart.php. The page title is "PROCEED TO CHECKOUT". Below the title, it says "PAYMENT WIZARD - STEP 1 OF 3". On the right, there is a "CART #:" field. A progress bar at the top shows three steps: "1 Payment Provider" (active), "2 Payment Details", and "3 Confirm and Pay". The main content area is titled "Choose a way to pay". It has two radio buttons: "Direct Debit" (selected) and "Credit Card". Below the "Credit Card" option, there are logos for VISA and MasterCard. Below these, it says "OR" and then "Pay with mMoney" with a logo. At the bottom, there is a "CONTINUE >" button. On the right, there are links for "Terms and Conditions", "Privacy", and "Help". The Windows taskbar is visible at the bottom.

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

The screenshot shows the same web browser window, but now it is "PAYMENT WIZARD - STEP 2 OF 3". The progress bar shows "1 Payment Provider" (completed) and "2 Payment Details" (active). The main content area is titled "Billing Information" and is powered by "plugnpay". It contains several form fields: "* Cardholder Name:" (text input), "* Card Number:" (text input), "* Exp Month:" (dropdown menu), "* Exp Year:" (dropdown menu), "* CVV:" (text input), "* Address 1:" (text input), "* City/Parish:" (text input), "Country:" (dropdown menu with "Barbados" selected), and "* ZIP:" (text input). The Windows taskbar is visible at the bottom.

15. Confirm your information and Pay.