Go online to this site

Choose Individual and click Next
Enter your full name here

Enter your social security number (no spaces or hyphens)

List “Services”

Click Next
List country as USA and complete address with city, county, zip and state listed

Include your email!!

Click Next
Click Add Contact
Complete information leaving Contact Type as Remittance

Click OK

Then click Next on the step 4 screen
If you would like to set up automated payments to your bank account, you can do that here with your banking information. If you would prefer a written check mailed to you, leave this page blank and click Next.
Lastly, check the Terms of Agreement box.

Click Next to complete!