

Logging Into myPay Using the On-Screen Keyboard Without a Mouse

The On-Screen Keyboard is one of many Security features myPay introduced to protect the security and privacy of your data in our system. The advantage of using the On-Screen Keyboard, with keys that display in random order each time you log on, is that others with potentially malicious intent are deterred from learning your Password.

When you arrive at myPay and enter your Login ID, you will be presented with the On-Screen Keyboard to enter your Password.

To log in to myPay using the On-Screen Keyboard without a mouse:

1. Type your Login ID under Account Access on the myPay Home Page, and then press the “Enter” key.
2. You must rely on the “Tab” key and the “Space Bar” to enter your Password. You cannot use the arrow keys to make selections or move around within the On-Screen Keyboard. With some assistive software there may also be browser access keys built into the application that can help speed up your data entry (see specifics on access keys below).
 - a. To start entering your password using the On-Screen keyboard, use the Tab key to move through the On-Screen keys until you arrive at the first number, letter or special character of your password. Press the Space Bar to select. The first position of your password will appear (masked) in the text box.
 - b. The cursor will return to the first number in the first row of the On-Screen keyboard after selecting each character.
 - c. Tab to each subsequent number, letter or special character of your password, and then press the Space Bar to select.
 - d. After entering your complete password using the On-Screen Keyboard, press the Tab key to go to the “Accept/Submit” button. Press the Space Bar to select, or use the built in access key combination of ALT 6 (if available) to submit your password.
 - e. In order to ensure all special character buttons are read back to users of Jaws for Windows, the punctuation must be set to “all”. This allows for all of the keys on the on-screen keyboard to speak. If Jaws punctuation is set to "some" or "none" then keys such as "!" and "_" will not speak, often all that is said is "button." To set punctuation to all in Jaws the steps are as follows:
 - (1) Bring up "Jaws options" with an <insert+v> key.
 - (2) Either arrow down to punctuation level or press the letter <p> until you come to punctuation.

(3) Press the Space Bar until it says "all."

(4) The <Return> key will exit from Jaws Options.

3. If you enter an incorrect number, letter or special character using the On-Screen Keyboard, tab to the On-Screen Keyboard Backspace button and then press the Space Bar to select it to erase the last position entered.

If you want to clear all the numbers/letters/characters you entered, tab to the Clear button on the On-Screen Keyboard and select it by pressing the space bar.

Using Access Keys to Speed Up Data Entry

If your browser supports access keys you can use them to more easily navigate through the On-Screen keyboard. Access keys allow you to quickly jump to specified rows within the On-Screen Keyboard instead of tabbing completely through the keyboard to enter your password. The following are commonly found access keys:

Alt 1: jump to row containing randomly presented Numeric Characters 1 thru 0.

Alt 2: jump to row containing randomly presented Symbolic Characters, i.e., !, =, -, etc.,. This row also contains the Backspace and Clear keys.

Alt 3: jump to first row containing randomly presented Alpha Characters.

Alt 4: jump to second row containing randomly presented Alpha Characters.

Alt 5: jump to third row containing randomly presented Alpha Characters.

Alt 6: Submits your password after you finish entering all characters.