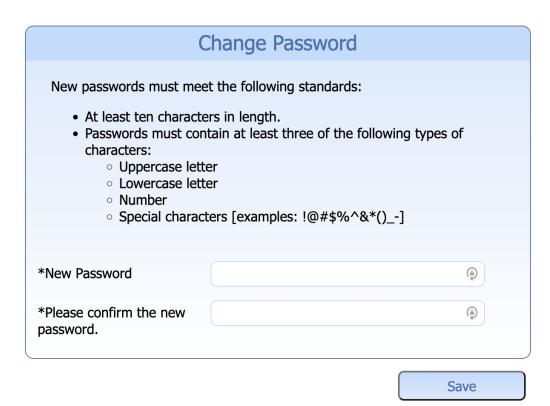
## How To Enroll in Online Bill Pay

To set up a new online bill pay account, please follow the instructions below. Have your customer account number available which can be found in the upper left corner of your Billing Statement.

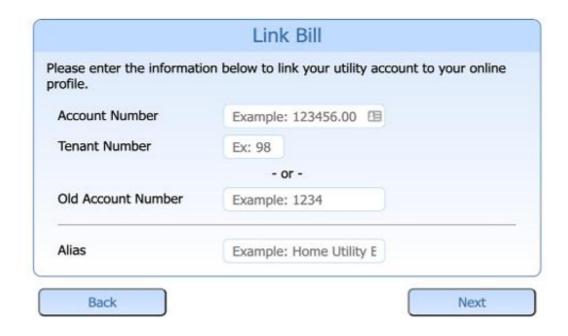
User Registration	
Please enter the following info temporary password to log in	ormation to register, and we will send you a
	* Indicates a required field
*First Name	
*Last Name	
*Email Address	
*Confirm Email Address	
Mobile Phone Number	
Cancel	Register

- **1.** To begin setup, visit the Portal Page and click on the "Register" button.
- 2. Enter your first name, last name, and email address.
- **3.** A temporary password will be emailed to you. Check your email to retrieve your password.



- **4.** Return to the login portal and log in using your email address and temporary password. You will be prompted to set a new password.
- **5.** Click **Save**. You will then be asked to link your utility account.

**Note:** You can link multiple bills and types to your account.



6. Please enter your Account Number as it appears on your bill. Choose an Alias name to help you remember the bill.

Example: Water or Utilities.

7. Click on the Next button to complete the link.

Congratulations! You are now registered to pay your bill online and can access, manage your account, view bills, usage and your billing/payment history anytime.

If you have questions or need additional help, please call us at the office.