

# 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 information to register, and we will send you a temporary password to log in.

\* Indicates a required field

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Email Address	<input type="text"/>
*Confirm Email Address	<input type="text"/>
Mobile Phone Number	<input type="text"/>

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.

### Change Password

New passwords must meet the following standards:

- At least ten characters in length.
- Passwords must contain at least three of the following types of characters:
  - Uppercase letter
  - Lowercase letter
  - Number
  - Special characters [examples: !@#\$%^&\*()\_~]

\*New Password

\*Please confirm the new password.

Save

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.

A screenshot of a web form titled "Link Bill". The form has a light blue header with the title. Below the header, it says "Please enter the information below to link your utility account to your online profile." There are four input fields: "Account Number" with an example of "123456.00" and a currency icon; "Tenant Number" with an example of "98"; "Old Account Number" with an example of "1234"; and "Alias" with an example of "Home Utility E". Below the input fields are two buttons: "Back" and "Next".

Link Bill

Please enter the information below to link your utility account to your online profile.

Account Number Example: 123456.00

Tenant Number Ex: 98

- or -

Old Account Number Example: 1234

Alias Example: Home Utility E

Back Next

**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.