FOLLOW THESE STEPS TO CREATE A LOGIN FOR UTILITY BILLING

WITH A LOGIN YOU CAN:

- VIEW YOUR UTILITY ACCOUNT INFORMATION AND USAGE

- PAY UTILITY BILL WITH CREDIT CARD

1. Click on **UTILITY BILLING**

2. This screen has **3 options**

      a. **Quick Pay** – do not need to create a login, used more for one-time payment

      b. **Register** – for **1ˢᵗ time users** you will need register (see next page)

      c. **Login** – returning users sign in using email and password

3. NEW User: Fill in all information and select "Create Member"

- It will return to the **Login** page, with a message in a green box that says
  "An email was sent to [your email] with instructions for activating your membership"

  * Follow the instructions sent to your email to finish the registration

4. <u>Once registered,</u> **Add an Account:** (only need to do this step once)

> **You will need:**
>> 1. Account number (include the dashes '-')
>> 2. Last payment amount
>>> * If you are on *budget billing*, enter current budget billing payment

>> **If you have multiple accounts, select "Add Account" and go through same process

5. To **VIEW** your account information

   - Click on the account number