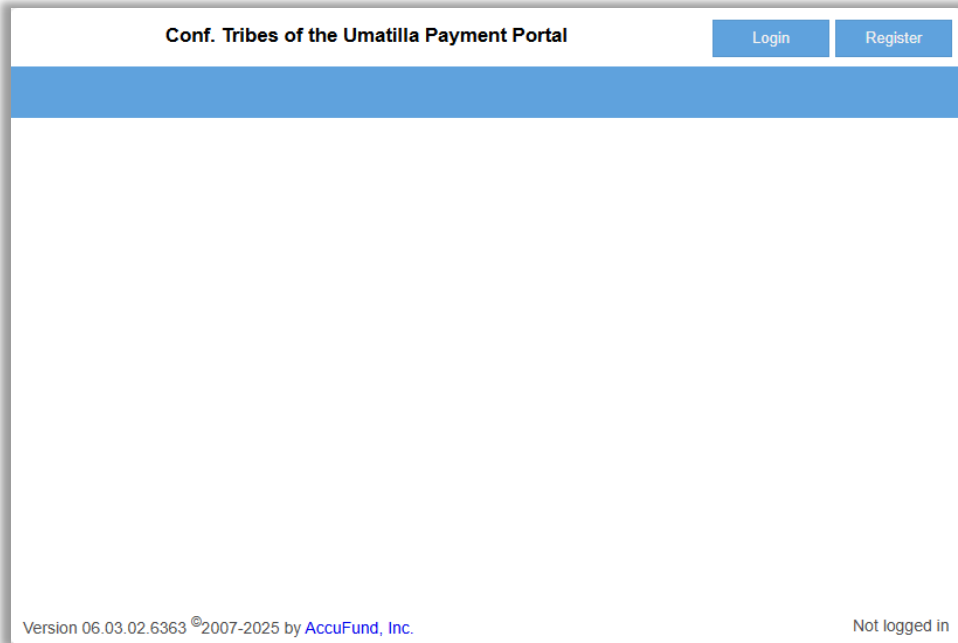
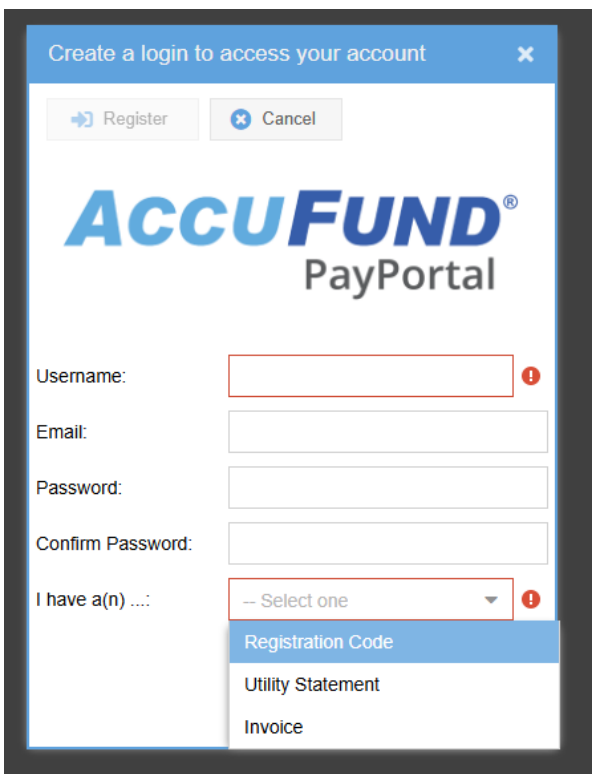


Payment Portal User Accounts

The customer's first step is to create an account by clicking the Register button in the top right corner of the Payment Portal window.



Registration requires a username, valid email address, password and identification of the type of payment you are making, either by an invoice, utility statement or registration code. Registration codes are issued by the Finance Office.

A screenshot of the 'Create a login to access your account' registration form in the AccuFund PayPortal. The form includes a title bar with a close button, 'Register' and 'Cancel' buttons, and the AccuFund PayPortal logo. The registration fields are: 'Username:' with a red border and error icon; 'Email:'; 'Password:'; 'Confirm Password:'. Below these is a dropdown menu for 'I have a(n) ...:' with options 'Registration Code', 'Utility Statement', and 'Invoice'. The 'Registration Code' option is currently selected and highlighted in blue.

If paying by invoice the account number and invoice number located on the invoice statement are required to be entered.

If paying a utility statement, the account number and service location are required to be entered.

This information can be found on the invoice statement.