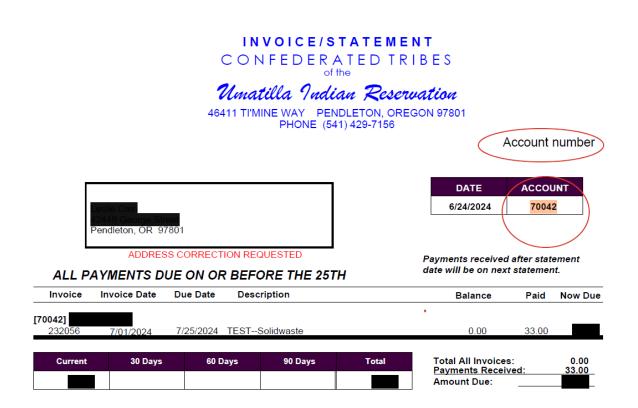
Payment Portal User Accounts

The customer's first step is to create an account with which to log in to the Payment Portal. To create a Payment Portal account, use the customer account number from your STATEMENT.





Register using Statement

1. In Payment Portal, have the customer select the Register button.



- 2. In the Create a login to access your account window, the customer needs to enter the following:
 - 1. Enter their user name or lookup in the Username box.
 - 2. Enter their email in the Email box.
 - 3. Enter their new password in the Password box.
 - 4. Enter their new password again in the Confirm Password box.
 - 5. Select the Utility Statement from the list in the I have a(n)... box.
 - 6. Enter the account number as it appears on the statement in the Account Number box.
 - 7. Enter the service location number as it appears on the statement in the Service Location box.
- 3. Select the **Register** button at the top of the window.