

Instructions for online registration

1. Go to online bill pay and click on “Customer Portal/Online Bill Pay.”



2. You will have to register your account. Please complete all the fields marked with a **red *** as shown below.

Register Your Account

*Customer Number:

*Account Number: - -

*Screen Name:

*Password:
Strong
Password between 6 and 15 characters

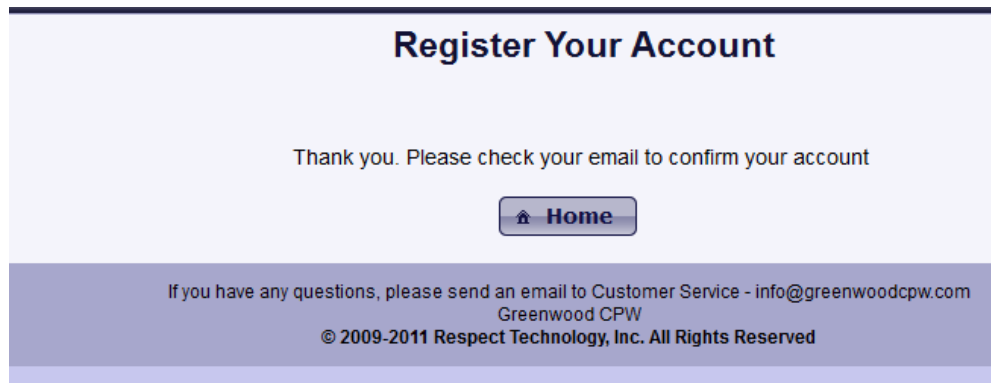
*Confirm Password:

*email Address:

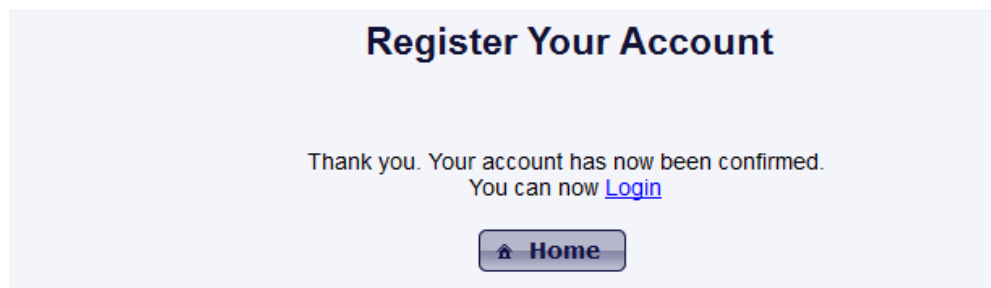
*Confirm email:

* denotes required field

- a. Your customer number may be found on the bottom of your utility bill.
 - b. Your account number is showing in two places of your bill.
 - c. Your screen name may be anything you prefer. We suggest using the name on your account.
 - d. Your password may be anything you prefer. To have a secure password, we suggest using a mixture of numbers and letters. It must be between 6 and 15 characters.
 - e. Your email address must be an active address.
3. Click on “Continue Registration.”
 4. Once you register your account, an email will be sent to the address you provided. Due to your email provider settings, this email may be delivered



to the spam folder. Once you access that email, please click on the enclosed link which will complete your registration.



5. Now you are able to login. To do so, enter your email address and click the

The screenshot shows a login form titled "Customer Login". It features a text input field labeled "*email address:". Below the field is a "Login" button. A note below the button states "* denotes required field". Below the login button is a "Reset Password" button. At the bottom of the form, there is a link that says "How to reset your password".

“login” button. Then enter your password and again click “login”.

6. When logged in, you will be able to view your account details, pay your bill and change your password.
 - a. For Account Details, click on the button.
 - b. You can pay your bill by check or credit card. Click the payment type and follow the instructions.
 - c. Click on the “Change Password” button to change your password and follow the directions. You will receive an email that contains a new password. This email may be delivered to your spam folder.