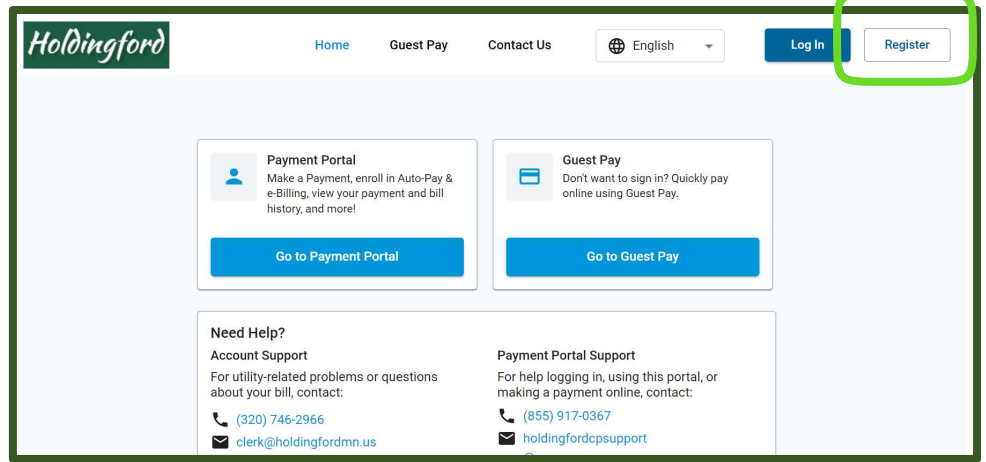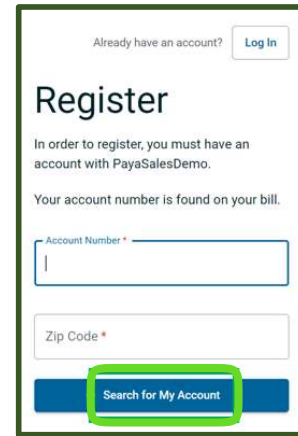*REGISTERING FOR A PORTAL ACCOUNT IS EASY, YOU ONLY NEED YOUR ACCOUNT NUMBER AND ZIP CODE.*

The portal will allow you to view your utility bills online, set up one time or reoccurring payments by credit card, debit card, Checking or Saving Account. A direct link to the portal can be found at www.Holdingfordmn.us

1. From the Home Page, click on **Go to Payment Portal**

2. You are presented with the Log In window. At the top of the window is a register link. Click **Register**. OR – From the Home Page, click on Register.

3. Once on the Register page, type in your Account Number <u>without the dashes</u> and Zip Code and click on **Search for My Account.** The Service Location will be displayed, if correct, Click **Yes, Next Step.**

If your account was not found, either re-enter it, or call the municipality for support.

4. You are now presented with the login creation, where email address and password are required. If there was an email address associated with your account, it is displayed. Please type in your email address and password. Please ensure you follow all password requirements, by ensuring each requirement is checked.

5. Click **Send Email Verification**.
6. An email is sent to the email address defined, with a link to click on to verify your email address. Please note – check your Spam Folder if you're not finding the email. You will not be able to access your account until you verify your email.
7. Then you will need to go to the log in page to log into the Portal account.