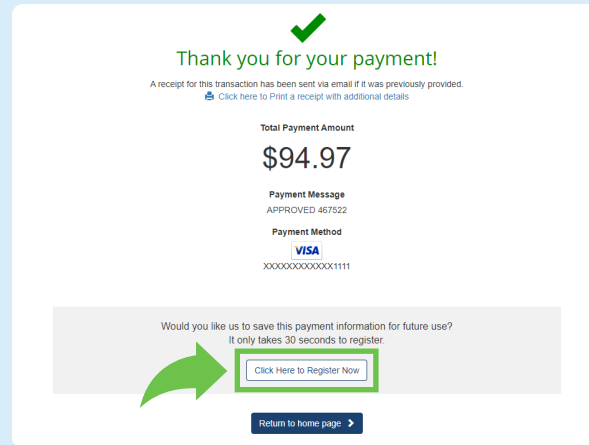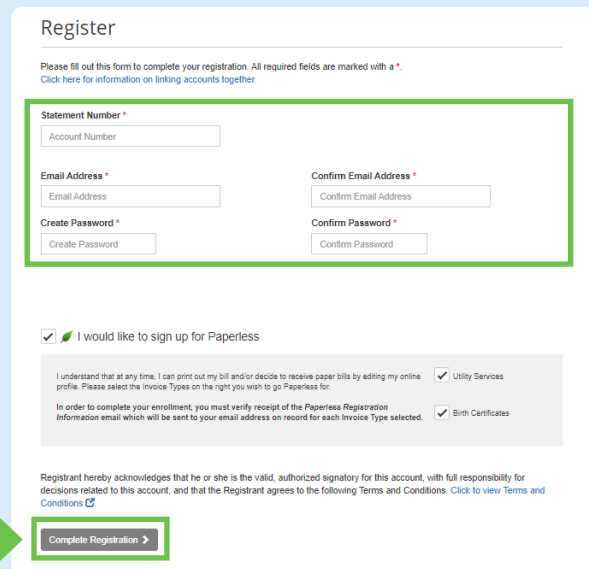# ③ Simple Steps to Register an Account
– after making a one-time payment

1 From the one-time payment *Confirmation* page, select the "**Click Here to Register Now**" button.

✔

Thank you for your payment!

A receipt for this transaction has been sent via email if it was previously provided.
🖨 Click here to Print a receipt with additional details

Total Payment Amount

$94.97

Payment Message
APPROVED 467522

Payment Method
VISA
XXXXXXXXXXXX1111

Would you like us to save this payment information for future use?
It only takes 30 seconds to register.

Click Here to Register Now

Return to home page ❯

2 On the *Register* page, complete the required fields including *account/statement number, email address,* and *password.* Then, select "**Complete Registration**".

Register

Please fill out this form to complete your registration. All required fields are marked with a *.
Click here for information on linking accounts together.

Statement Number *
Account Number

Email Address *
Email Address

Confirm Email Address *
Confirm Email Address

Create Password *
Create Password

Confirm Password *
Confirm Password

☑ 🍃 I would like to sign up for Paperless

I understand that at any time, I can print out my bill and/or decide to receive paper bills by editing my online profile. Please select the Invoice Types on the right you wish to go Paperless for.

In order to complete your enrollment, you must verify receipt of the *Paperless Registration Information* email which will be sent to your email address on record for each Invoice Type selected.

☑ Utility Services

☑ Birth Certificates

Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account, with full responsibility for decisions related to this account, and that the Registrant agrees to the following Terms and Conditions. Click to view Terms and Conditions ⬏.

Complete Registration ❯

3 After registration is complete, you will be redirected to *Your Account at a Glance* page where you can take full advantage of features such as *AutoPay, Pay by Text, Paperless,* and *Schedule Payments.*

Your Account at a glance

I want to...

Pay my invoices ❯

Manage my accounts ❯

Services

🔄 AutoPay   ✏ EDIT

🍃 Paperless   ✔

📱 Pay By Text   ✏ EDIT

Recent Open Invoices ❯

Invoice Date	Due On	Balance Due
8/9/2021	9/2/2021	$56.73

Recent Closed Invoices ❯

Invoice Date	Account #
7/11/2021	UTIL-1106
6/12/2021	UTIL-1106
5/25/2021	UTIL-1106

Recent Payments ❯

Payment Date	Account #	Amount
6/29/2021	UTIL-1106	$61.91
6/17/2021	UTIL-1106	$100.43
5/18/2021	UTIL-1106	$79.88

Upcoming Scheduled Payments ❯

No history available

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