

Registering an Account

1. Desde la pagina web, un pagador hace clic en **Register Now**.

Pay or View Bills

Pay online with One Time Pay, no registration required.

Pay Now

Create an account to be able to use extended features.

Register Now

2. En la pantalla del localizador de cuentas, los usuarios ingresan los criterios de búsqueda y seleccionan **Search Invoices**.

Please Locate Your Account

Utility Bill
Search our files for your invoices using the fields below. Required fields are marked with a *.
[Need help finding your invoice?](#)

Account Number (optional)

Account Number

Search Invoices

3. Una vez que los resultados de la búsqueda muestran la factura, el usuario hace clic en la casilla a la izquierda de la factura y selecciona **Register Selected Invoices**.

← Return to previous page

Search Results

Please review your results below and select invoices to Pay. Click [here](#) if you would like to search again.

Select	Account #	Customer Name	Due Date	Bill Total	Balance Due	
<input checked="" type="checkbox"/>	101-01600-02	KERI M. SMITH	1/4/2017	(\$16.15)	(\$16.15)	View Invoice Related Invoices

[+ Add selected invoices to your cart](#) | [Register Selected Invoices](#)

4. Aparece la pantalla de registro de cuenta con el número de cuenta mostrado. El usuario completa la información requerida y hace clic a “**Complete Registration**”.

[← Return to previous page](#)

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.](#)

Account #: *

UTIL-1148

Email Address *

mail@mail.com

Confirm Email Address *

mail@mail.com

Create Password *

.....

Password Strength


Strong

Confirm Password *

.....


Password Strength

Strong

 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. Utility Services

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.

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 >

5. Después de completar el registro, aparece el porta del cliente. Desde aquí, los usuarios pueden aprovechar las funciones disponibles para los clientes registrados como , AutoPay(Pagos Automáticos), Pay by Text (Pagos desde Texto), Paperless(Facturacion Electronico), Scheduled Payments (Pagos Programados) y una opción de guardar métodos de pago. Los clientes deben cerrar sesión antes de salir de sitio.

Your Account At A Glance

I Want To...

[Pay My Invoices >](#)

[Manage My Accounts >](#)

AutoPay	Not Enrolled	>
Paperless	Not Enrolled	>
Pay By Text	Not Enrolled	>

[Recent Open Invoices >](#)

Invoice Date	Due On	Balance Due
12/28/2021	1/21/2022	\$75.62

[Recent Closed Invoices >](#)

Invoice Date	Account #	Record Type
11/29/2021	UTIL-1148	N
10/31/2021	UTIL-1148	N
10/13/2021	UTIL-1148	N

[Recent Payments >](#)

Payment Date	Account #	Amount
11/23/2021	UTIL-1148	\$75.90
8/30/2021	UTIL-1148	\$58.38
6/10/2021	UTIL-1148	\$87.72

[Upcoming Scheduled Payments >](#)

No History Available

6. después de hacer clic en el botón para cerrar sesión , al usuario se le presentara la página **Sign In** para el portal del cliente. Para comodidad del usuario, esta página se puede guardar como favorita para facilitar el acceso. El usuario también tiene la capacidad de recuperar su contraseña olvidada usando el enlace in la parte inferior de la pantalla.

Sign In

Email Address *

Invoice Cloud Password *

[Sign In](#) →

[Forgot your password?](#)

Register

If you are a first time user, you will need to create an account to be able to use extended features such as:

- Review Invoice History
- Review Payment History
- Schedule Automatic Payments
- Pay With Previously Saved Remittance Information

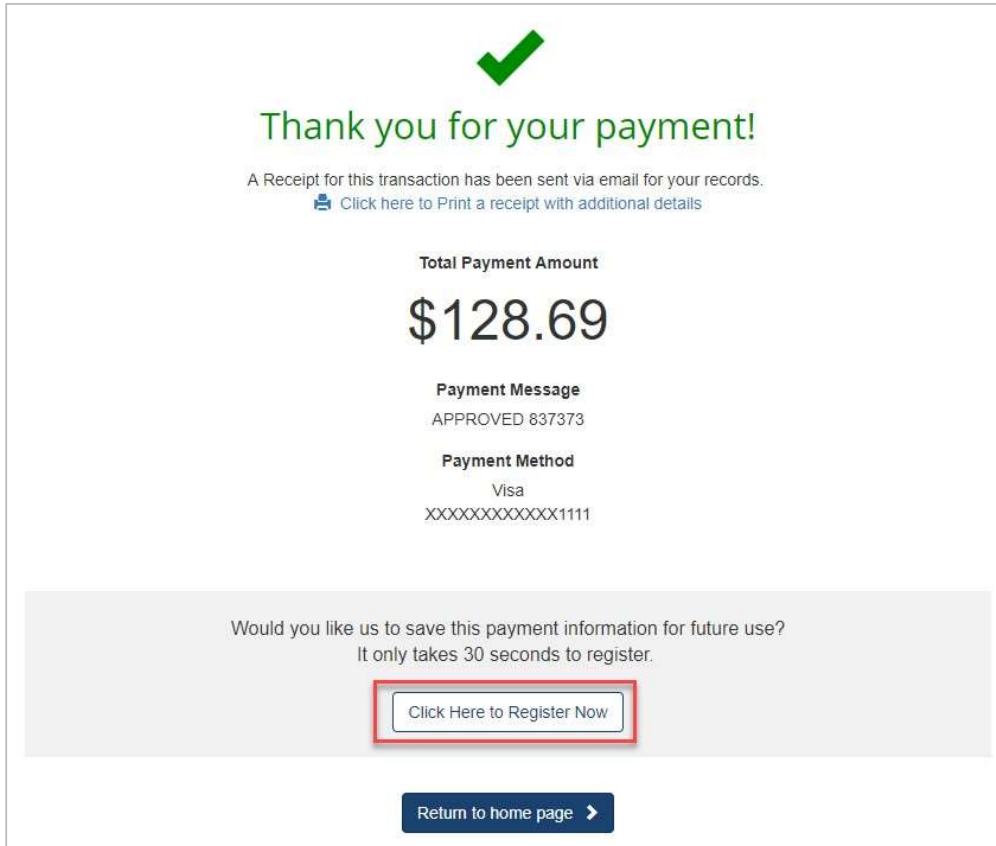
[Register Now](#) →

You may reach us at (123) 321-3213 .
You may email your questions at test123@test.com.

Registering After Completing a One Time Payment

Después de completar un pago único, al usuario se le presenta una página de confirmación para informarle que el pago se realizó correctamente. Esta página también Brinda al usuario la oportunidad de registrar su cuenta para uso futuro. Esto a veces se conoce como *el registro de 30 segundos*.

1. El usuario selecciona **Click Here to Register Now**.



2. Al usuario se le presenta la página de registro con su número de cuenta y dirección de correo electrónico ya completados. Todo lo que el usuario debe hacer para completar el registro es ingresar una contraseña recién creada dos veces y hacer clic en **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.

Training-Test MCL Account #: *

UTIL-1149

Email Address *

joel@mail.com

Confirm Email Address *

joel@mail.com

Create Password *

.....

Password Strength


Strong

Confirm Password *

.....

Password Strength

Strong

 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.

Utility Services

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.

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. El usuario será dirigido a la página de destino de la cuenta registrada, el panel del **Customer Portal**.

Your Account At A Glance

I Want To...

[Pay My Invoices >](#)

[Manage My Accounts >](#)

AutoPay	Not Enrolled	>
Paperless	Enrolled	>
Pay By Text	Not Enrolled	>

Recent Open Invoices >

Invoice Date	Due On	Balance Due
12/28/2021	1/21/2022	\$59.77

Recent Closed Invoices >

Invoice Date	Account #	Record Type
11/29/2021	UTIL-1149	N
10/31/2021	UTIL-1149	N
10/13/2021	UTIL-1149	N

Recent Payments >

Payment Date	Account #	Amount
12/29/2021	UTIL-1149	\$1.00
12/29/2021	UTIL-1149	\$1.00
11/19/2021	UTIL-1149	\$68.77

Upcoming Scheduled Payments >

No History Available