

## Registering an Account

1. From the virtual site, click on **Register Now**.

### Pay or View Bills

<p>Pay online with One Time Pay, no registration required.</p> <p><b>Pay Now</b></p>	<p>Create an account to be able to use extended features.</p> <p><b>Register Now</b></p>
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2. On the Account Locator screen, enter your search criteria and select **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)**

**Search Invoices**

- 3. Once the Search Results displays the invoice, click on the box to the left of the invoice and selects the **Register Selected Invoices** link.

← 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)	<a href="#">View Invoice</a> <small>Related Invoices</small>

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

- 4. The account registration screen appears with the account number displayed. Complete the required fields and click **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 #:** \*

**Email Address** \*

**Confirm Email Address** \*


**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. After completing the registration, the Customer Portal dashboard will appear. From here, you can take full advantage of the features available to registered customers such as, AutoPay, Pay by Text, Paperless, Scheduled Payments, as well as saving payment methods.

## 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

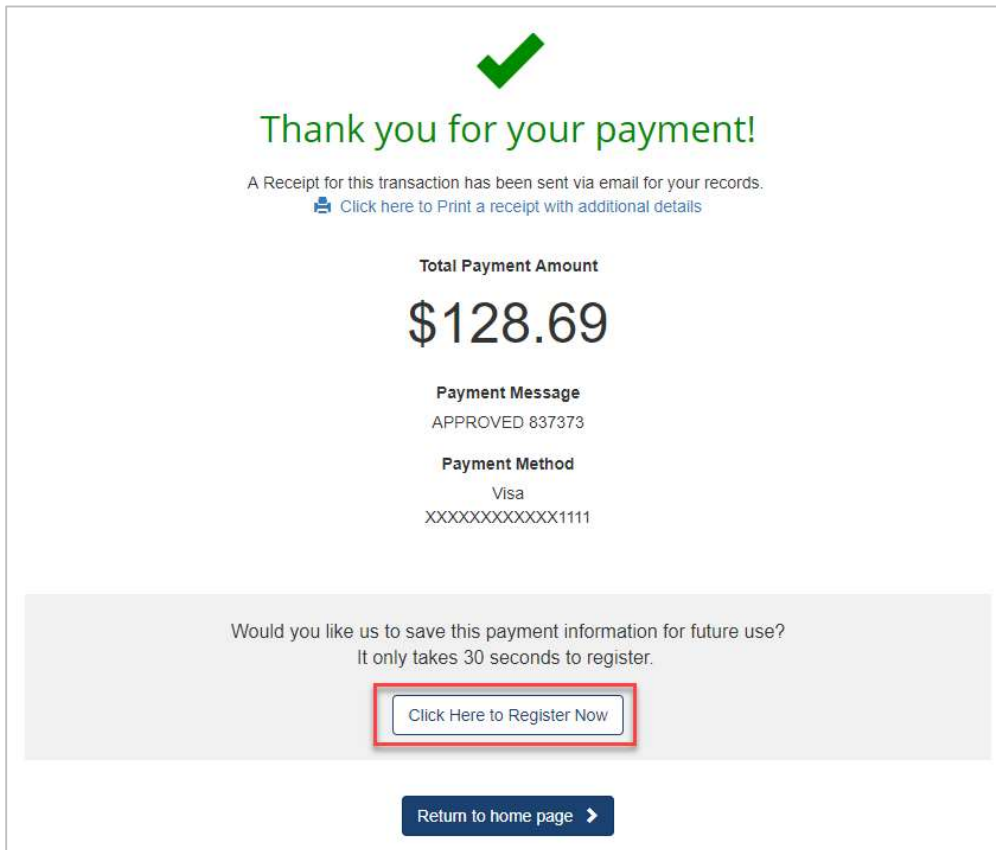
### Upcoming Scheduled Payments >

No History Available

## Registering After Completing a One Time Payment

After completing a one-time payment, you will be presented with a confirmation page to validate the payment was successful. This page also provides you with the opportunity to register your account for future use. This is sometimes referred to as the *30-second registration*.

1. Selects **Click Here to Register Now**.



The screenshot shows a payment confirmation page. At the top center is a large green checkmark. Below it, the text "Thank you for your payment!" is displayed in green. Underneath, a message states: "A Receipt for this transaction has been sent via email for your records." followed by a link: "Click here to Print a receipt with additional details". The "Total Payment Amount" is listed as "\$128.69". Below that, the "Payment Message" is "APPROVED 837373" and the "Payment Method" is "Visa" with a masked card number "XXXXXXXXXXXX1111". At the bottom, a grey box contains the text: "Would you like us to save this payment information for future use? It only takes 30 seconds to register." Below this text is a button labeled "Click Here to Register Now" which is highlighted with a red rectangular border. At the very bottom of the page is a dark blue button labeled "Return to home page" with a right-pointing arrow.

- 2. You are presented with the Register page with your account number and email address already completed. To complete the registration enter a newly created password twice and click on **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 #: \***


**Email Address \***  **Confirm Email Address \***


**Create Password \***  **Password Strength** Strong **Confirm Password \***  **Password Strength** Strong

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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. The process is complete. You will be directed to the registered account landing page, the **Customer Portal** dashboard.

## 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