

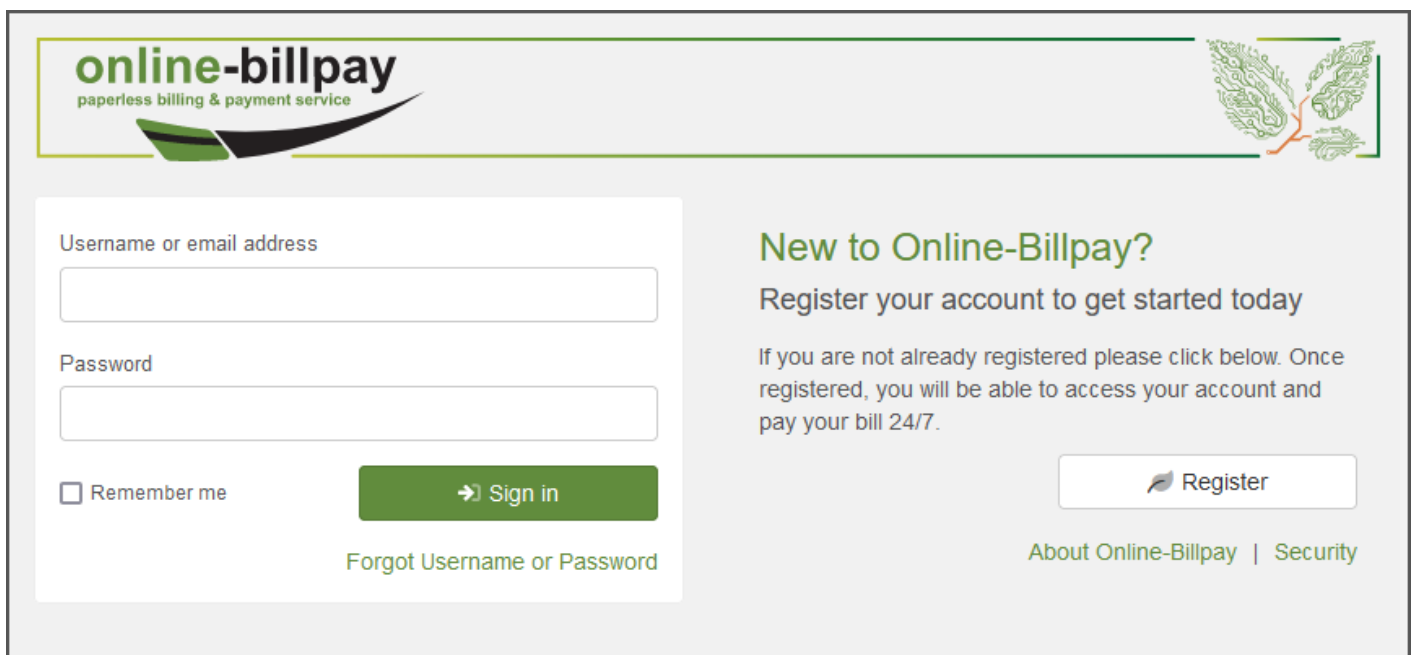
Registration Guide

Before customers can use the Online-Billpay site, they must register a service account and create a user. This guide will walk through the steps to do so.

First, they will need to look at their statement, or call your office, to locate their **Account Number** and **Identification Number**.

To navigate to the site, we recommend a customer first visit your website, then click on the Online-Billpay button. (The button on your site may say something unique, but it will contain the link to the Online-Billpay website.)

When they reach the site, they'll see this page. They should click the Register button to get started.



online-billpay
paperless billing & payment service

Username or email address

Password

Remember me

[→ Sign in](#)

[Forgot Username or Password](#)

New to Online-Billpay?


Register your account to get started today

If you are not already registered please click below. Once registered, you will be able to access your account and pay your bill 24/7.


[Register](#)

[About Online-Billpay](#) | [Security](#)

On the first step, enter the Account Number and Identification Number. Click Next.



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Register New Account

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Step 1 Account Information

Step 2 Contact Information

Step 3 User Information

Step 4 Account Settings

Step 5 Confirmation

Account Number *


Identification Number *

- Please add "**@online-billpay.com**" to your approved senders list or in your address box in order to receive emails from us.
- Your account number and identification number are located on your statement.


Have you used Online-Billpay.com before? You may have an existing user. If so, login to your existing user and click the "Register New Account" link on the menu. If you don't remember your login information you can reset your password by clicking the "Forgot Username or Password" link on the Sign In page.

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The site will automatically complete any **Personal Information** fields for which we have information. This information is either sent to us in the normal statement data file, or entered by the CSR when the account is manually created. The customer can enter any other information they'd like. This information will not update your software system.



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Register New Account

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Step 1 Account Information Step 2 Contact Information Step 3 User Information Step 4 Account Settings Step 5 Confirmation

Full Name *

Billing Address *

Billing Address 2 (optional)

City * State *

Zip Code *

Phone Number (optional)

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Next, the customer will be asked to enter an **email address** and **password**.

There are some specific guidelines for the **Password** to ensure it is strong enough; those guidelines are listed on the left side of the page. As the **Password** meets each requirement, the requirement will get a green check mark.

The **Email Address** should be one the customer regularly uses, and must also be unique. This is where the site will send statement notifications. If the email address is already in use, the customer may already have an Online-Billpay user and should instead register the account to their existing user. That process is demonstrated in the customer help guide.

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Register New Account

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Step 1 Account Information Step 2 Contact Information **Step 3 User Information** Step 4 Account Settings Step 5 Confirmation

Passwords must meet the following requirements

- ✓ At least eight characters in length
- ✓ At least one uppercase letter
- ✓ At least one lowercase letter
- ✓ At least one number
- ✓ At least one special character:
!"#\$%&'()*+,-./:;<=>?@[^_`{|}~

Email Address *


Confirm Email *

Password *


Confirm password *

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Step 4 will give the customer an opportunity to enable paperless billing. Simply click the switch under “Enable paperless?” to turn it on.



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Register New Account

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Step 1 Account Information Step 2 Contact Information Step 3 User Information **Step 4 Account Settings** Step 5 Confirmation

Paperless Billing

Ditch the paper and receive your bills via email.

How it works


You'll get your bill delivered to your inbox, faster than you would normally receive it in the mail. And if you want a paper copy of your bill, you can always print one out from your online account.

Enable paperless?


No

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On the final page, we'll confirm all the information provided by the customer. If it is correct, click the **Register** button to finish registration. If any changes are necessary, click the **Edit** link next to the information or use the **Previous** button.



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Register New Account

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Step 1 Account Information

Step 2 Contact Information

Step 3 User Information

Step 4 Account Settings

Step 5 Confirmation

Full Name:	John Doe	Edit
Billing Address:	1234 Street Rd	Edit
City:	Bend	Edit
State:	OR	Edit
Zip Code:	97701	Edit
Phone Number:	(555) 555-5555	Edit
Email:	johndoe123@johndoe123.com	Edit
Paperless:	Yes	Edit

[< Previous](#) [Register](#)

Success

Your account was successfully created!

[Continue](#)

After clicking Continue, the customer will be immediately directed to their account page. To access the site in the future, they will only need their **Email** and **Password**.



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123 SOMEWHERE ST
ANYWHERE, US 00000
(999) 876-1234
WWW.ABCSERVICE.COM

Pay Accounts

ABC SERVICES

Account Options

Register New Account

Account Settings

Notifications

Financial Information

Payment Profiles

Manage AutoPay

Historical Information

Statement History

Payment History

Profile Options

Edit Profile

Change Password

Security

Sign Out

John Doe

Welcome to Online-Billpay

Your email, johndoe123@johndoe.com, is not yet verified

Please check your inbox for a verification link [Resend](#)

Email verification is not required to view or pay your bill.
Please select your service provider from the menu to continue.

Here you can:

- Pay your statements.
- Review payment history online.
- Run multiple billing accounts on a single profile.
- Update your Online-Billpay profile.

To start viewing accounts immediately:

- In the "Pay Accounts" section on the menu, click the account you want to see.

To change profile information:

- Use the "Profile Options" links provided on the menu.

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