[Utility Name] Web-Based Billing System's Consumer Portal

Welcome

Welcome to the **[Utility Name]** *Web-Based Billing System's* **Consumer Portal**. Easily manage your utility account from anywhere.

The Consumer Portal gives you:

- ability to view and pay your bill online
- ability to set up automatic bank draft
- email the utility office

- sign up for paperless billing
- request a change of address
- direct access to meter reading and consumption information

Creating an Online Registration

1. With a current utility bill at hand, open your web browser, enter **https://www.utilitybillingsystem.net/** into the address bar, and select the *Enter* key on your keyboard to go to the website.

2. Click on the **Consumer Registration** link below the *User Name* field.

3. Enter your full name that matches exactly with what is printed on your utility billing statement.

4. Enter your account number that matches exactly with what is printed on your utility billing statement.

5. Enter your current email address to use as your user name and account contact information. To confirm, re-type your current email address.

6. Enter the password that you want to use. Re-enter your password to confirm.

7. Select the *Register* button to save your changes and create your online consumer account. You will see a message confirming your registration was successful. A copy of that message will also be sent to the email address you recorded.

   Note: To help ensure delivery of your registration email, please add "[utility email address]" to your email address book or Safe Senders list.

Accessing the System

Open your web browser to go to the web site **https://www.utilitybillingsystem.net/** to log in with the User Name and Password that you created earlier.