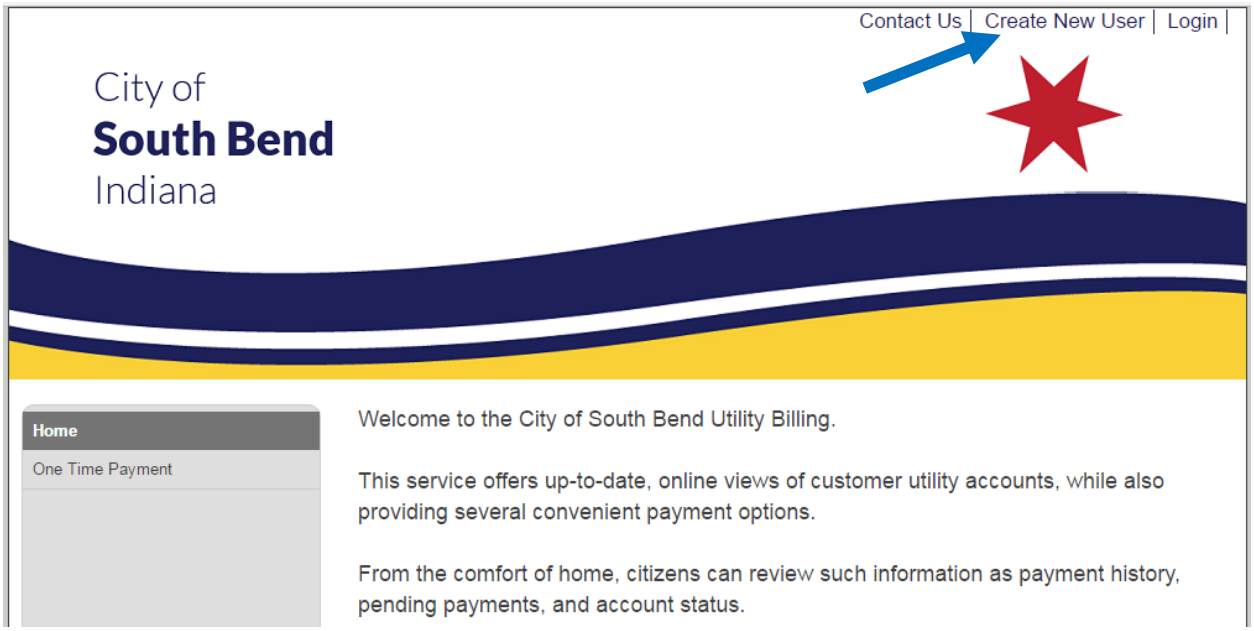
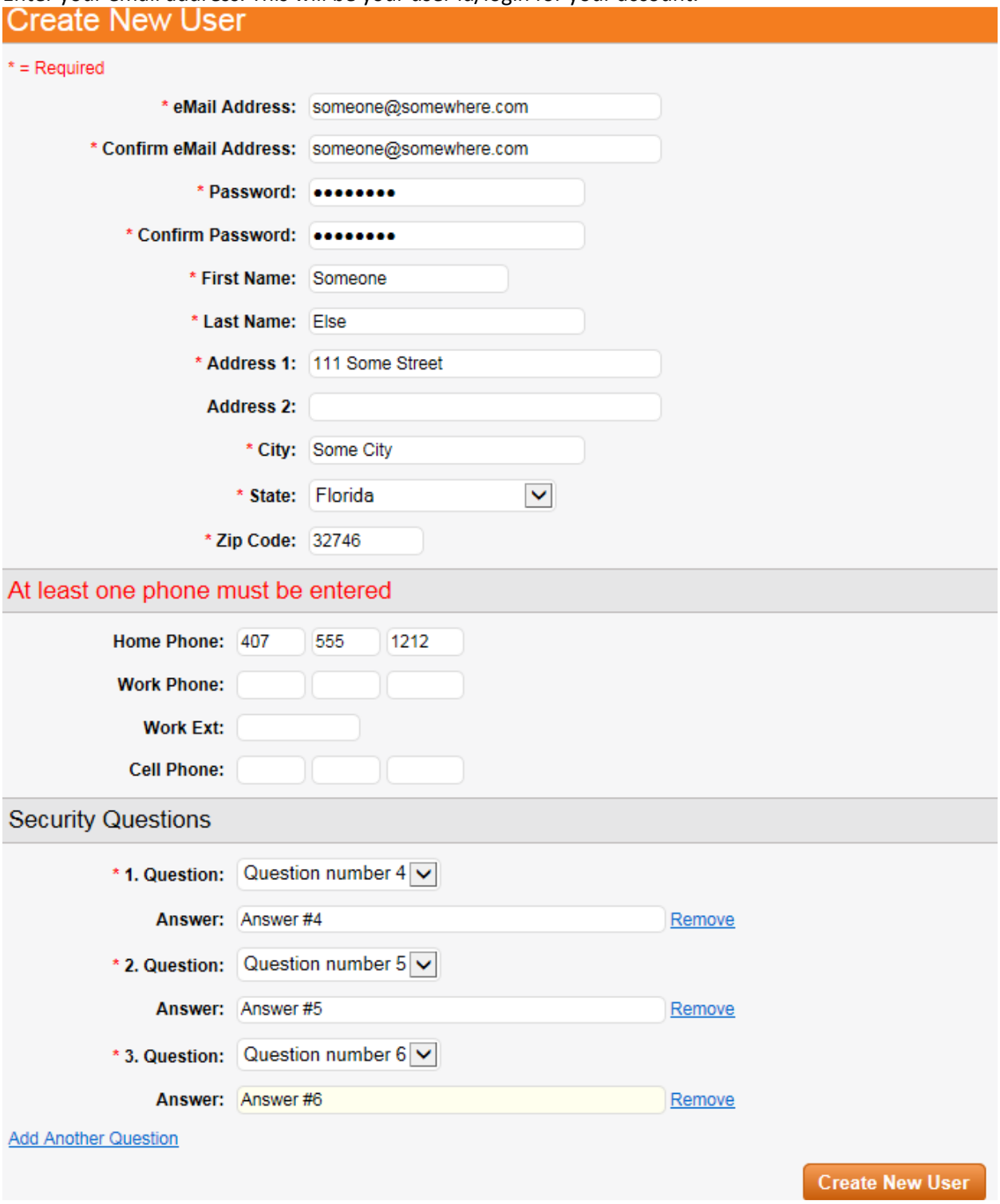
NEW USER REGISTRATION PROCESS

In Click2GovCX, click on 'Create New User'



NEW USER REGISTRATION PROCESS

Enter your email address. This will be your user id/login for your account.

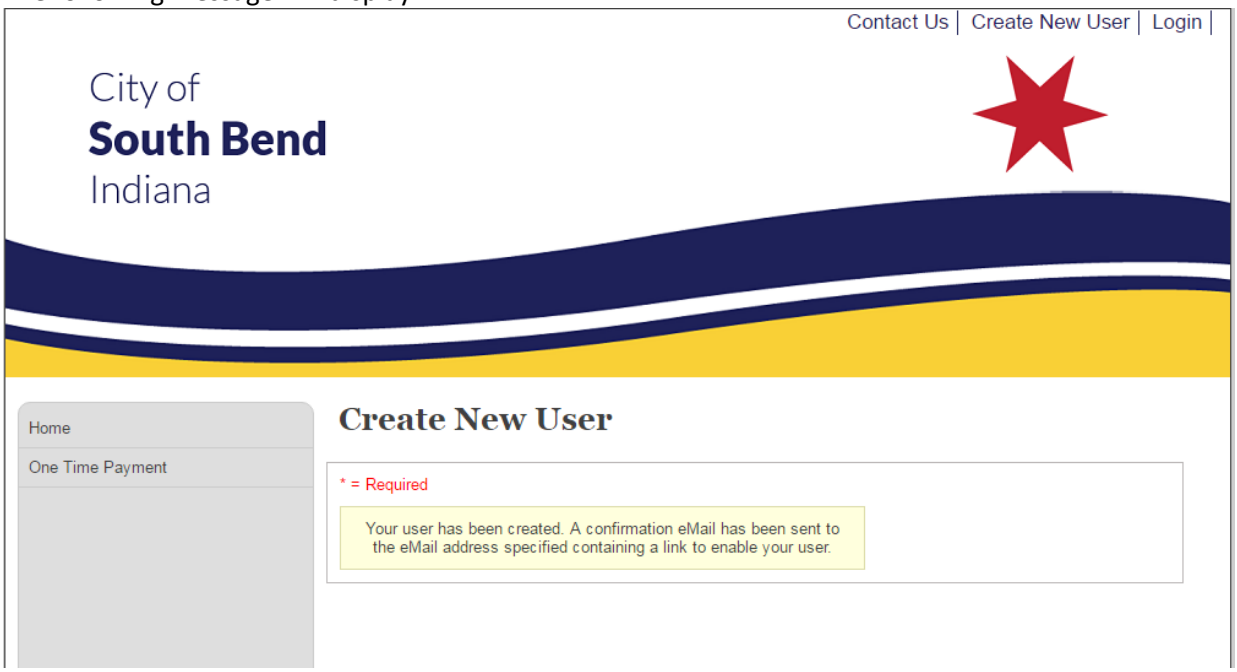


You will also need to enter your address and at least one phone number. Next, you will be prompted to select from a variety of security questions. These questions are customizable. The answers to these questions are used if you forget your login information and you need to reset the password. You will be prompted to answer these questions.

NEW USER REGISTRATION PROCESS

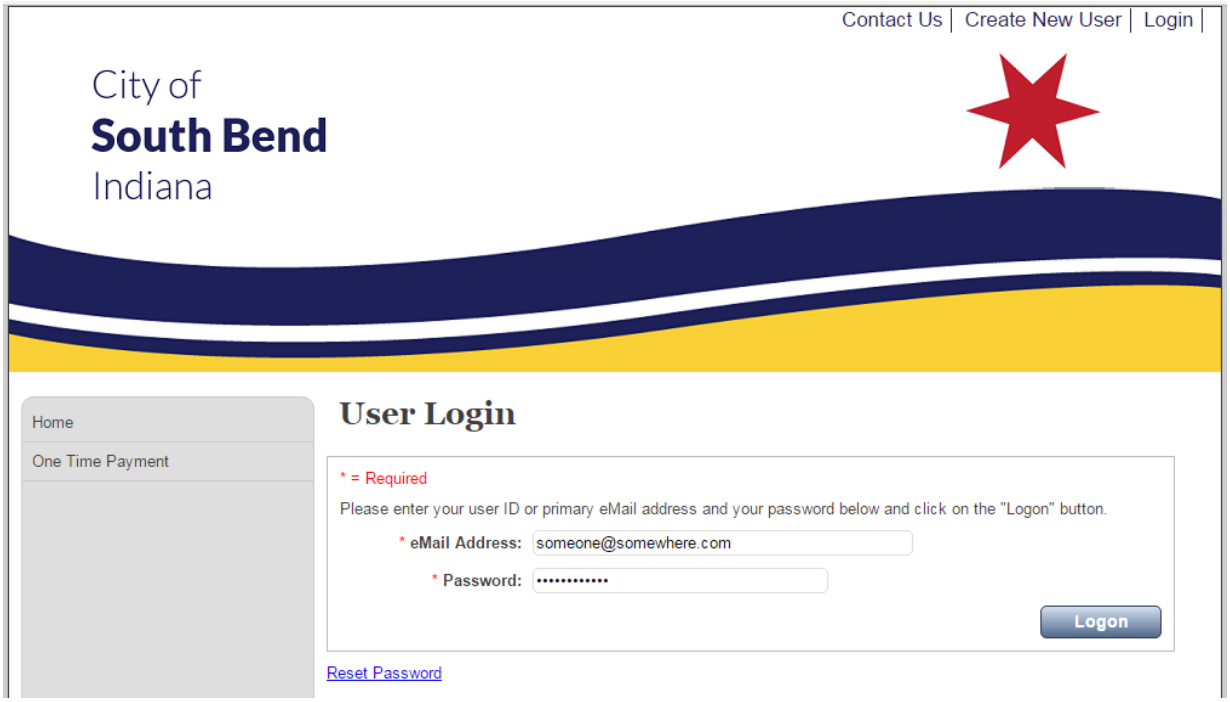
Click on the 'Create New User Button' when all fields have been successfully filled out.

The following message will display:



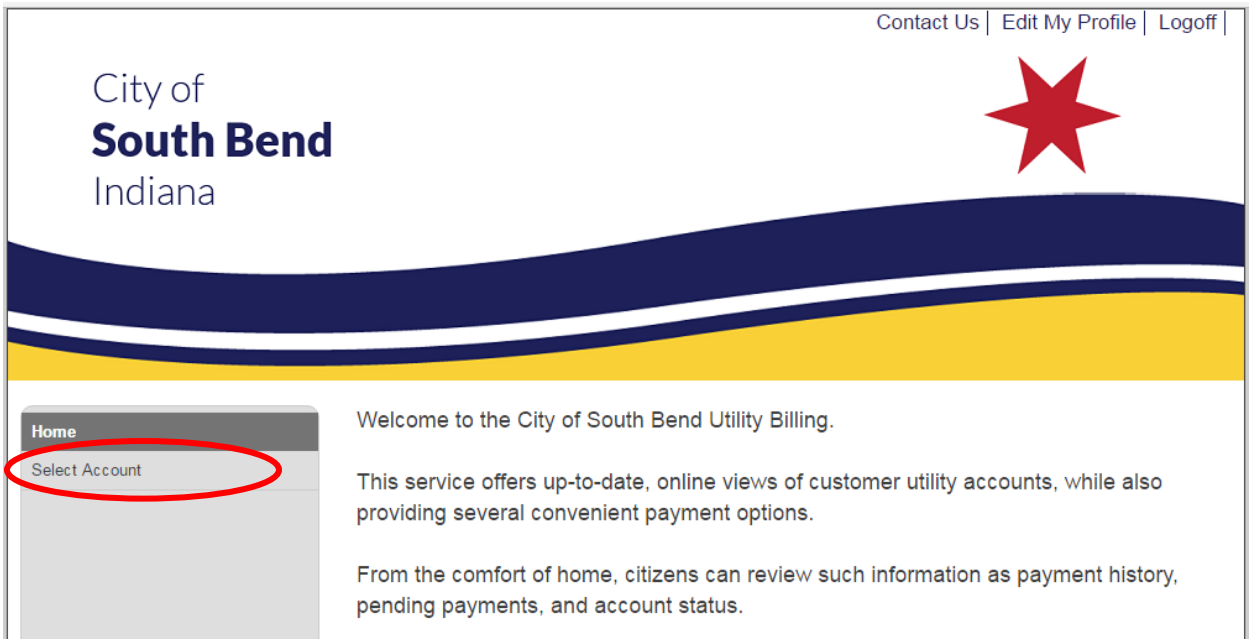
You will receive an email that contains a link. Click on this link to complete the registration process.

Once the registration process is complete, you can log into your account with the newly created user id and password. Then click on the 'Logon' button.

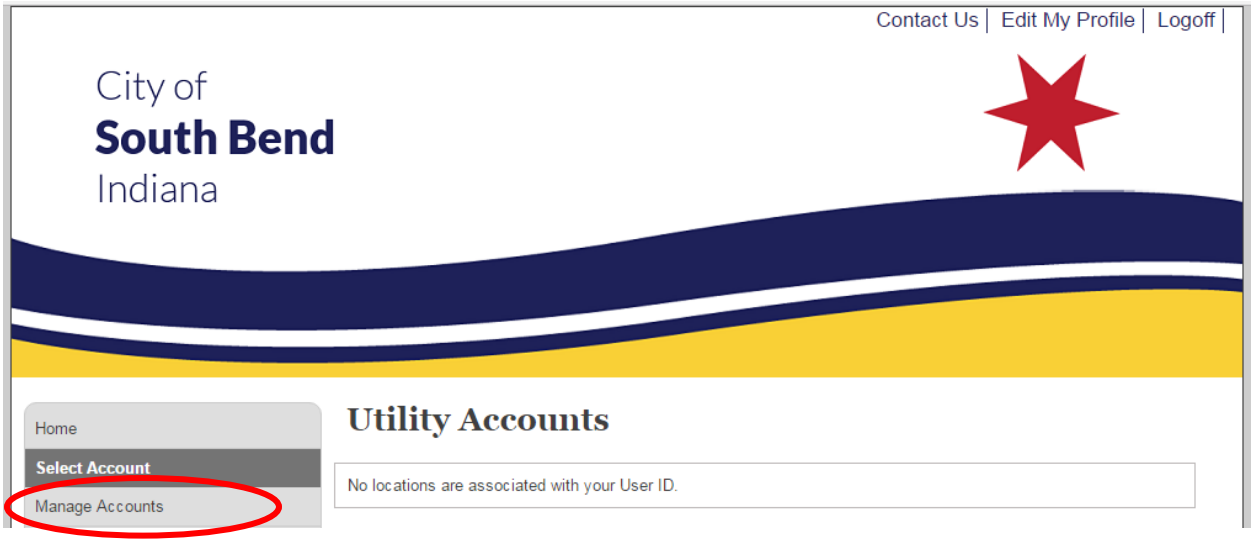


NEW USER REGISTRATION PROCESS

The following screen will display. To add accounts to the login, click on the 'Select Account' button on the left side of the screen.

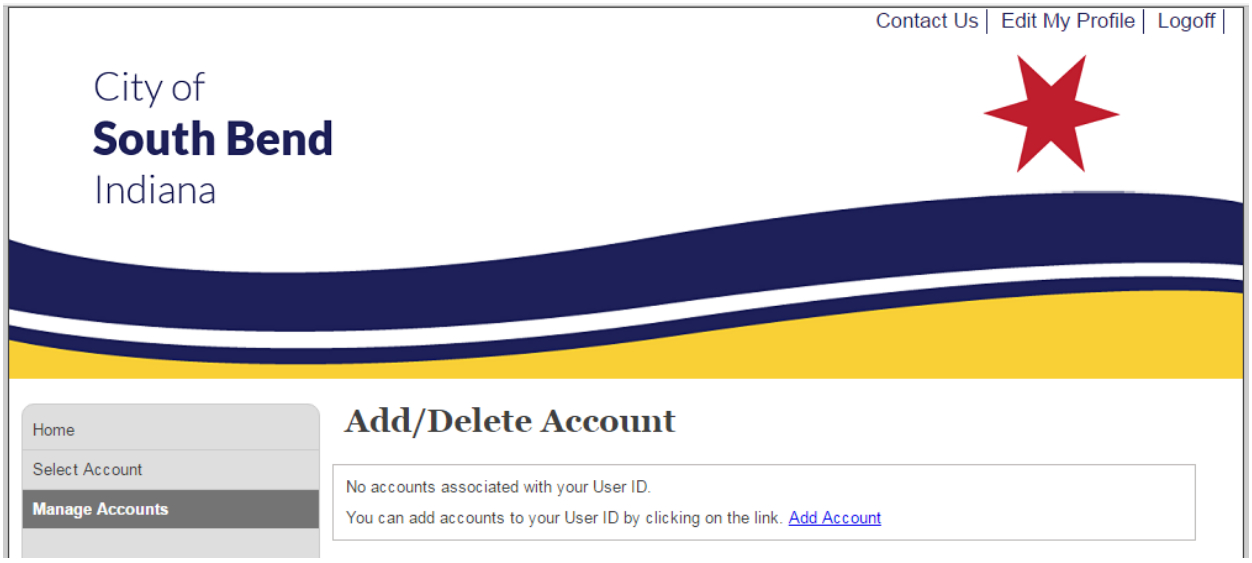


When the screen for Utility Accounts Displays, select 'Manage Accounts.'

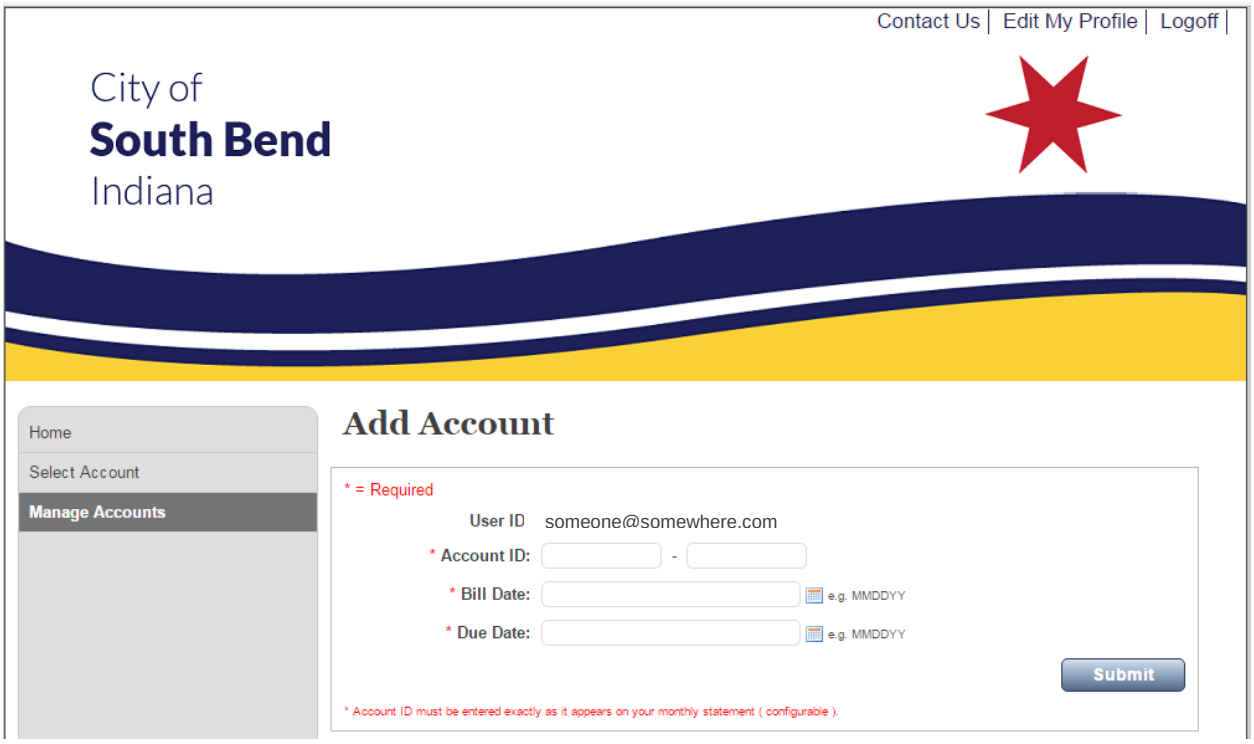


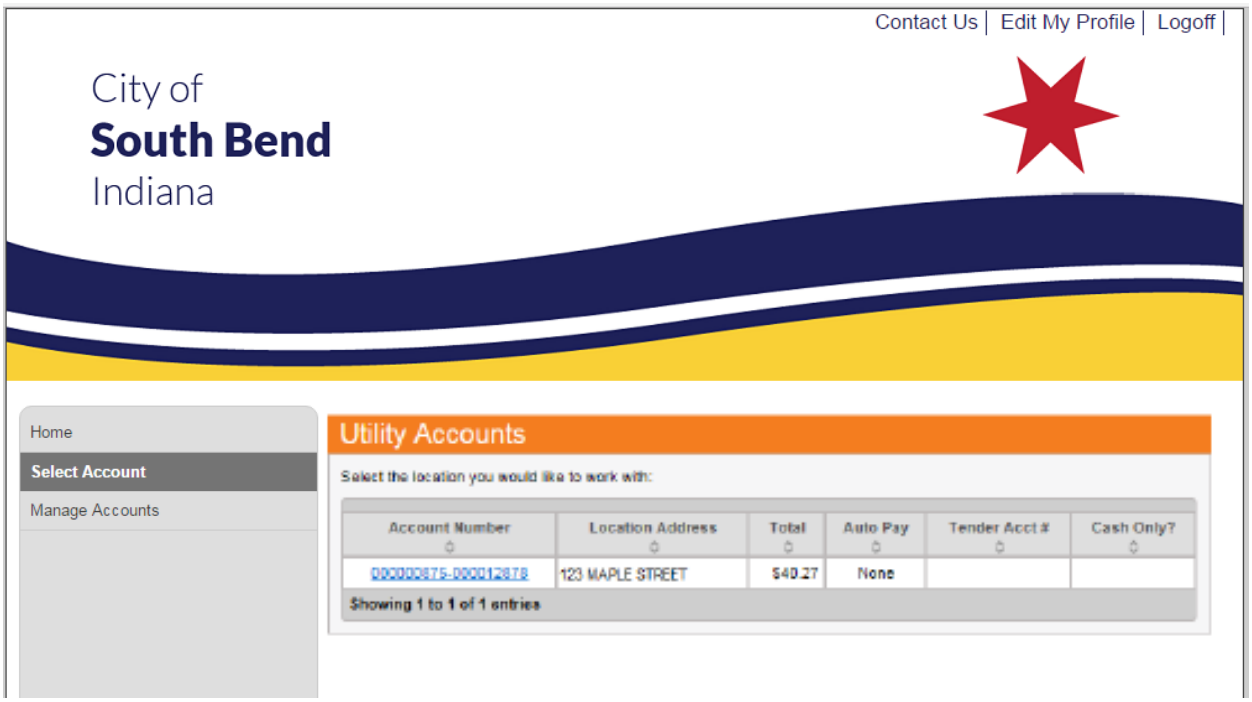
NEW USER REGISTRATION PROCESS

Click on the link ‘Add Account’



Enter the customer account number, Bill Date, and Due Date.



NEW USER REGISTRATION PROCESS

To view the accounts attached to the login, click on ‘Select Account’