How to Register an Account A STEP BY STEP OUTLINE

METHOD 1



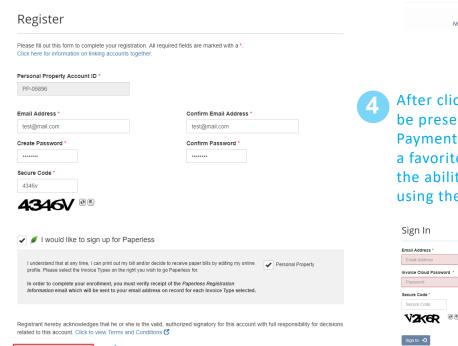
From the shopping cart, click on I want to Register this Account.

Your Invoice

Complete Registration 🗲

ype - Water					
Туре	Account #	Invoice #	Due Date	Balance Due	Options
Water, Sewer	0013182000-00	20200310-UB-02862-00355	4/2/2020	\$0.00	C View Invoice
					al (1 Items) \$0.00 ny applicable service fees
				Proc	eed To Checkout 👂
					Additional Options
				L I want to F	Register this Account

The account registration screen appears with the account number displayed. Complete the required fields and click **Complete Registration**.



After completing the registration, the Payment Portal dashboard will appear. From here, you can take full advantage of features such as, AutoPay, Pay by Text, Paperless, Scheduled Payments - and, you can save your payment method, too.

Be sure to logout • when exiting the site.

Your Account at a glance

I want to		Services		
Pay my involces > - View my payment history > - View my scheduled payment history > - Managa my AutoPay settings > - Managa my Payness settings > - Update my account information > -		C AutoPay / EDIT Paperless / EDIT Pay By Text / EDIT		
Recent Open Invoices >		Recent Closed Invoices >		
Due On 7/25/2019 4/25/2019	Invoice Date 6/1/2019 3/1/2019	No history available		
Recent Payments >		Upcoming Scheduled Payments >		
	No history available	No history available		

After clicking on Sign Out button you will be presented with the Sign In screen for the Payment Portal. Consider saving this page as a favorite for easy access later. You also have the ability to retrieve a forgotten password using the link on the bottom of the screen.

Sign In	Register	
Email Address * Email Address	If you are a first time user, you will need to create an account to be able use extended features such as: Review Invoice History	
Invoice Cloud Password * Password	Review Payment History Schedule Automatic Payments Pay With Previously Saved Remittance Information	
Secure Code * Secure Code	Register Now >	
V2K6R @®	You may reach us at (810) 787-6526 . You may email your questions at dana@beecherwater.us.	
Sign In 🕤		