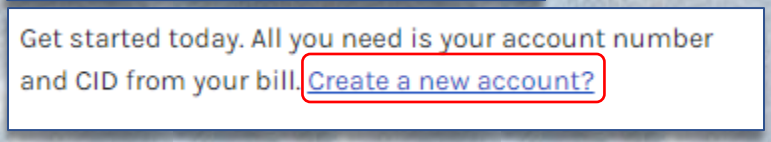
Portal and eBill Registration Instructions (How to Sign Up)

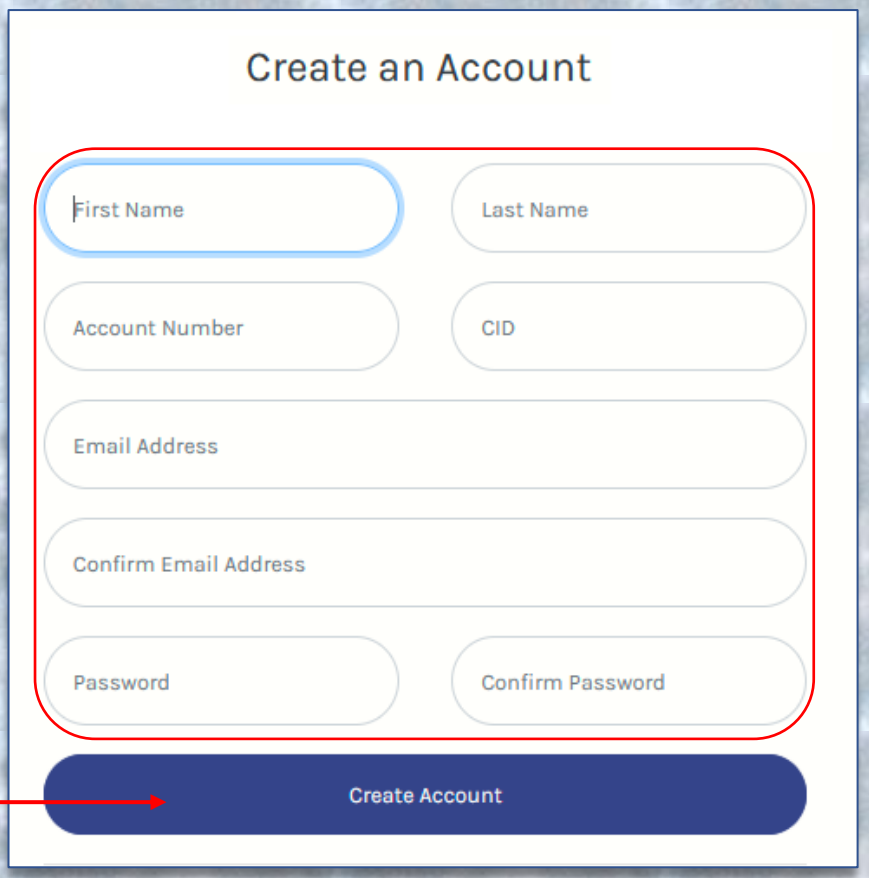
1 **Go to the following website:**
https://atownboro.authoritypay.com

2 **Click on: Create a new account?**



3 **Enter the Following Fields:**

1. First Name
2. Last Name
3. Account Number
4. CID
5. Email Address
6. Confirm Email Address
7. Password
8. Confirm Password



4 **Click on: Create Account**

5 **A confirmation message will appear on your screen, and a verification email will be sent to your inbox. You will have 4 hours to verify your email. Open your email.**



6

Click on the link provided in the sent email to complete your enrollment.

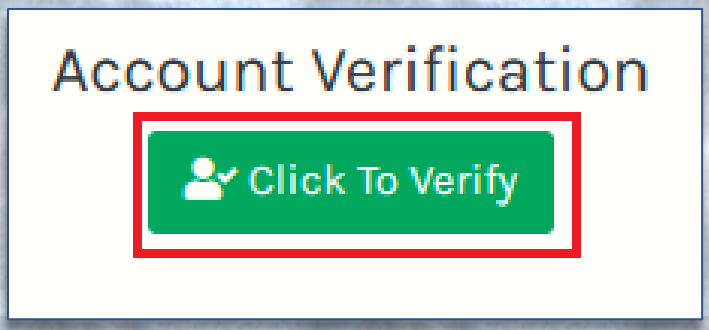
Hello John Doe,

Follow the link below to verify your email and finish your account registration:

https://atownboro.authoritypay.com/user/verify-registration?token

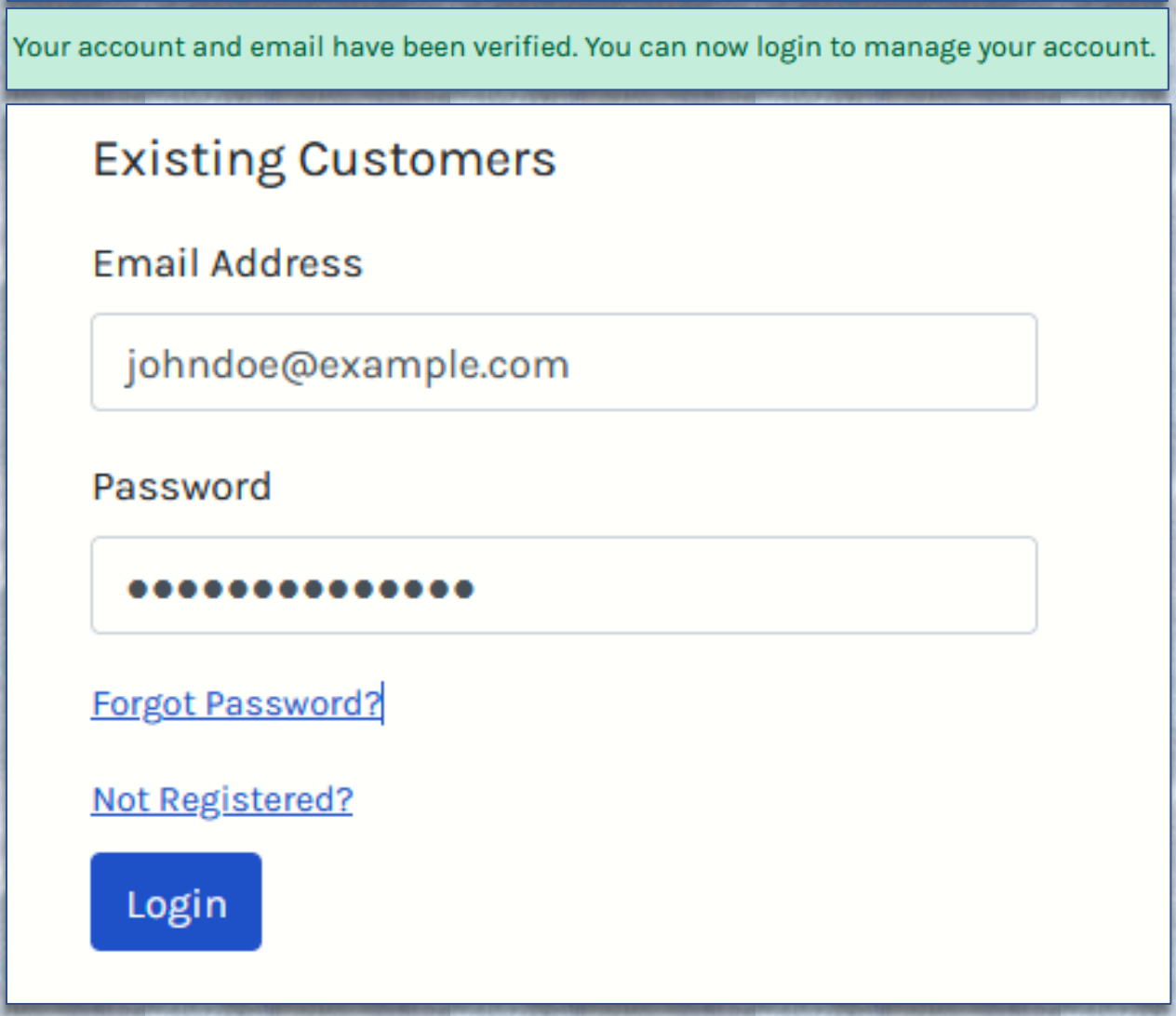
7

After clicking on the verification link embedded in the email, you will be re-directed to the Account Verification screen. Click on the green 'Click to Verify' button to complete verification.



8

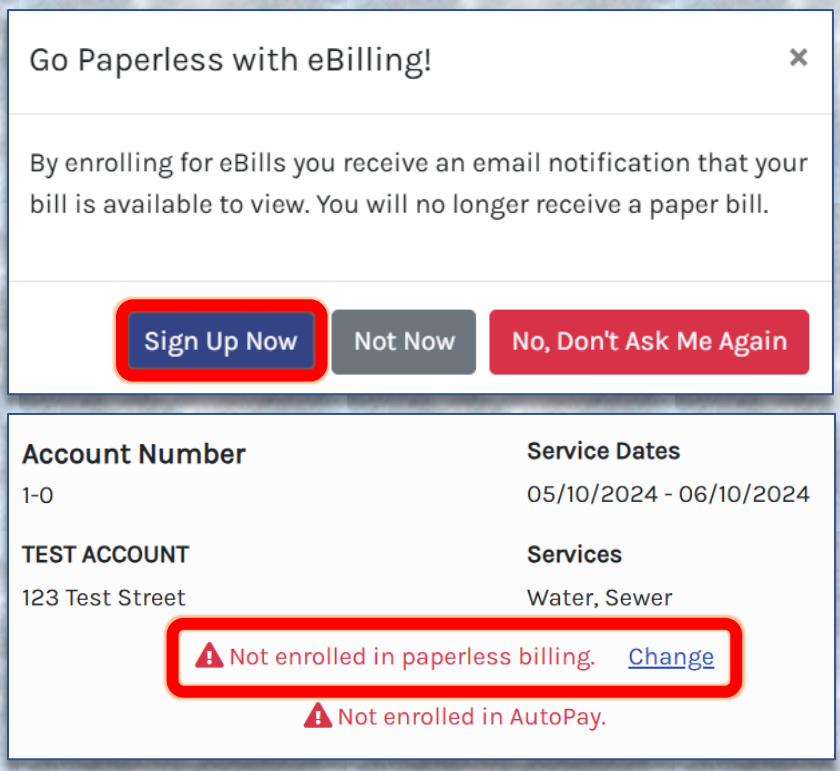
You should now see a green message confirming verification was successful. Now you can then re-enter your email and password and select Login to access your Customer Portal Account.



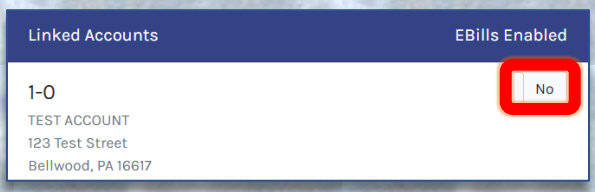
9 Once you are logged-in, you should get a pop-up that says "*Go Paperless with eBilling!*"

Click on Sign Up Now to go to the *EBill Settings*.

NOTE: If you close this pop-up, you can still redirect to the *EBill Settings* screen. From the Home tab, press the Change button where it says "*Not enrolled in paperless billing.*"

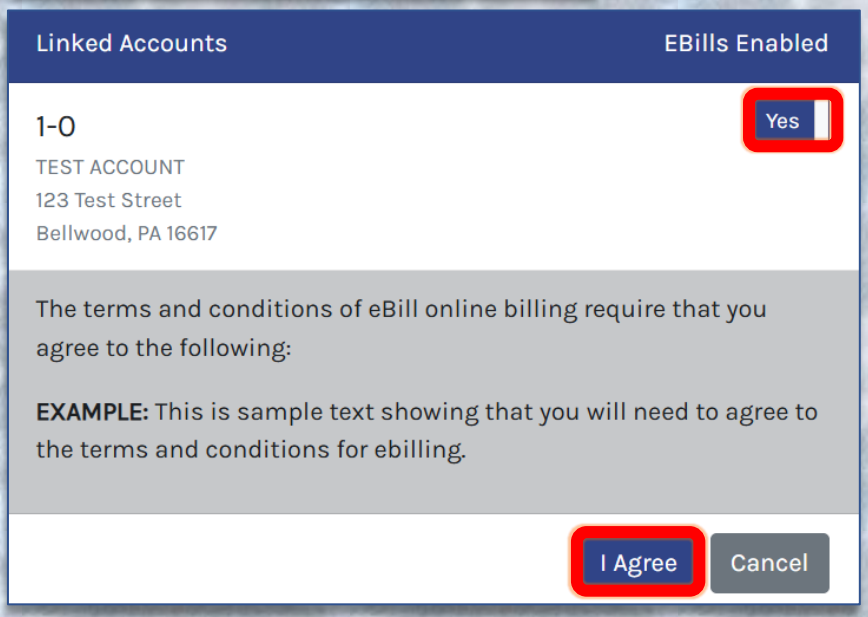


10 Then, toggle the *EBills Enabled* button from NO to YES.



11 Read the terms and conditions for signing up for eBilling. If you agree to the terms and conditions of the website, press I Agree.

PLEASE NOTE: eBills will not be enabled unless BOTH the YES and the I Agree buttons are selected.



12 You will be redirected to the account's home page. A confirmation will appear. You are now fully signed up for receiving eBills.

