To follow these steps you will need your most recent statement showing your customer portal access code. If you do not have this statement, please contact your utility provider for help setting up your account.

1. Click on **Create New Account.**

2. Enter your **Account Number, Access Code, Email address, and Captcha code** exactly as they appear on your statement, then click **Create Account.**
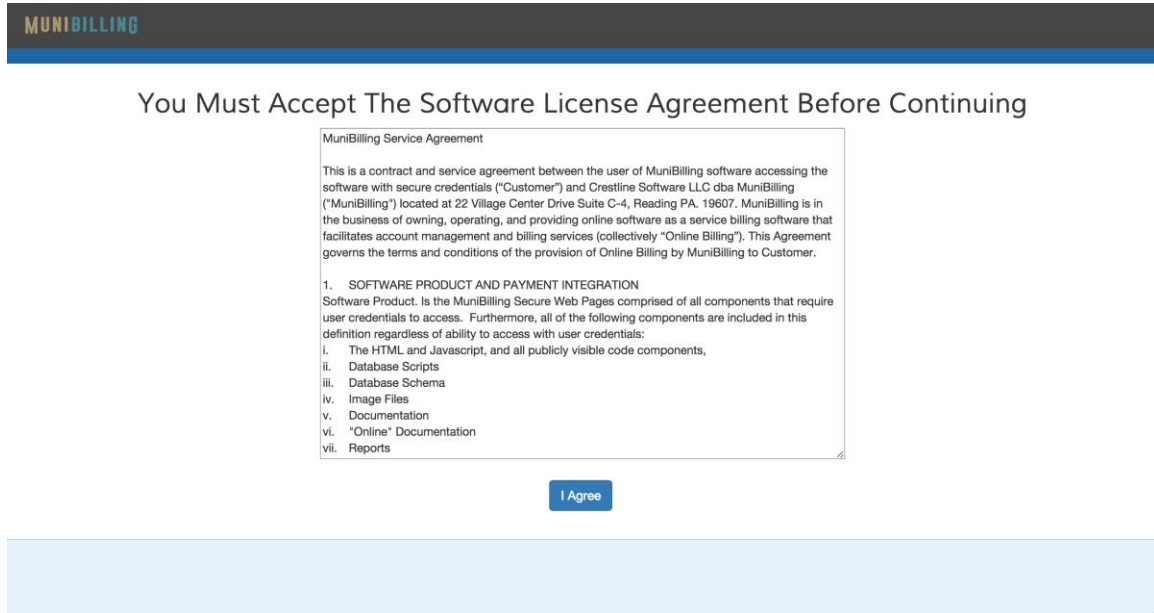
3. Check your email for Confirmation Instructions and click the link **Click Here to Confirm Account**.
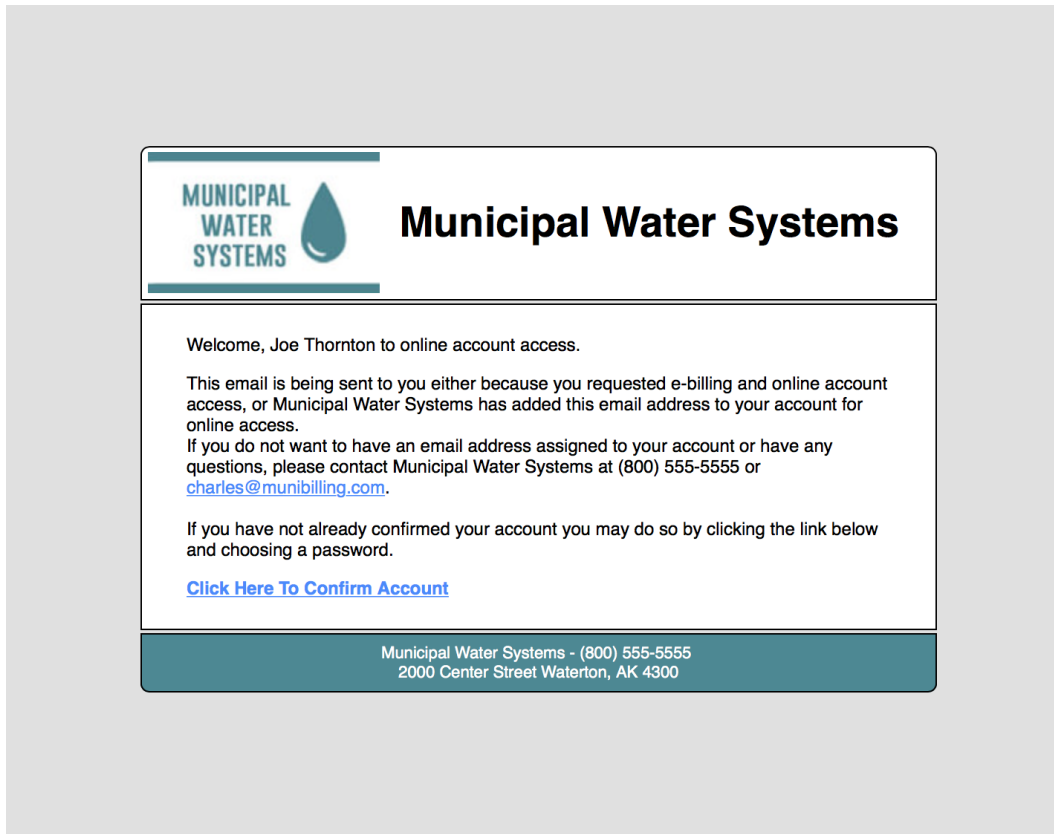
4. Enter a **Username** and **Password** then click **Confirm Account.**

5. Read the Software License Agreement and click **I Agree.**

6. You are now signed into your account.