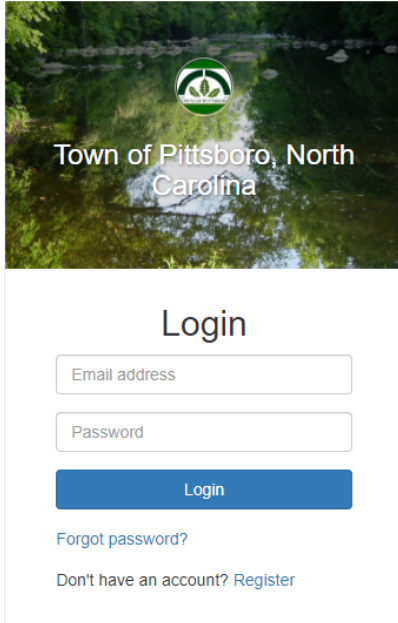


# REGISTER FOR ONLINE PAYMENTS WEBSITE

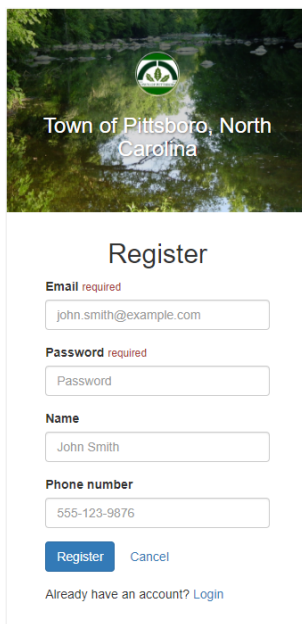
## HOW TO REGISTER

1. Go to the Online payment website and in the top right corner select **Login/Register**. When the below screen pops up, select **Register** at the bottom.



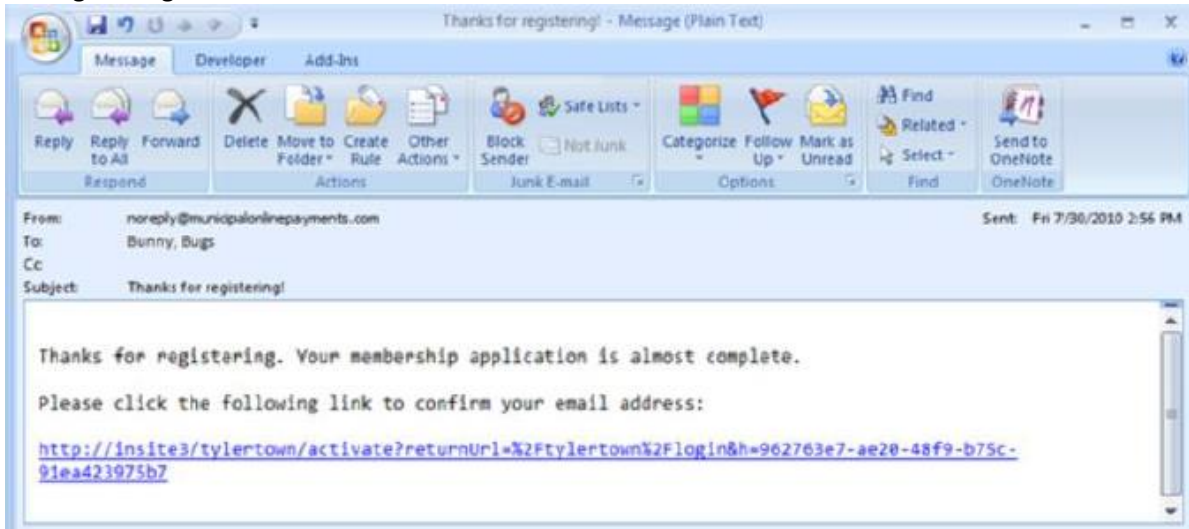
The screenshot shows the login page for the Town of Pittsboro, North Carolina. At the top, there is a green circular logo with a white leaf-like symbol. Below the logo, the text "Town of Pittsboro, North Carolina" is displayed. The main heading is "Login". There are two input fields: "Email address" and "Password". Below these fields is a blue "Login" button. At the bottom, there are two links: "Forgot password?" and "Don't have an account? Register".

2. Enter in your Email, Name and Password. Phone Number is optional. Select **Register**, when done.  
Note: Secure passwords are at least six characters long, include capital and lowercase letters, include at least one number, and include at least one special character (!, +, @, #, /, etc.)



The screenshot shows the register page for the Town of Pittsboro, North Carolina. At the top, there is a green circular logo with a white leaf-like symbol. Below the logo, the text "Town of Pittsboro, North Carolina" is displayed. The main heading is "Register". There are four input fields: "Email" (with "john.smith@example.com" entered), "Password", "Name" (with "John Smith" entered), and "Phone number" (with "555-123-9876" entered). Below these fields are two buttons: "Register" and "Cancel". At the bottom, there is a link: "Already have an account? Login".

- An email is sent to your email address to confirm that your address is correct. Check your email to find the “Thanks for registering!” email.



- Click the link in the email to confirm your email address and activate your account. The link returns you to the login page for your online services website.
- Log in using your email address and password.
- Click on Link for **Utility Billing** on the right hand side under available services.
- Click on Add Account.  
Note: You will be prompted to input your Account Number and Last Payment Amount.

