

## Registering an Account

1. From the virtual site, a payer clicks on **Register Now**.

### Pay or View Bills

<p>Pay online with One Time Pay, no registration required.</p> <p><b>Pay Now</b></p>	<p>Create an account to be able to use extended features.</p> <p><b>Register Now</b></p>
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2. On the Account Locator screen, user enters the search criteria, the secure code and selects **Search Invoices**.

### Please Locate Your Account

**Utility Service**  
Search our files for your invoices using the fields below. Required fields are marked with a \*.  
[Need help finding your invoice?](#)

**Account Number \***

**Secure Code \***

**Q Search Invoices**

3. Once the Search Results displays the invoice, user clicks on the box to the left of the invoice and selects the **Register Selected Invoices** link.

[Return to previous page](#)

## Search Results

Please review your results below and select invoices to Pay. Click [here](#) if you would like to search again.

Select	Account #	Customer Name	Due Date	Bill Total	Balance Due	
<input checked="" type="checkbox"/>	101-01600-02	KERI M. SMITH	1/4/2017	(\$16.15)	(\$16.15)	<a href="#">View Invoice</a> <a href="#">Related Invoices</a>

[+ Add selected invoices to your cart](#) | [Register Selected Invoices](#)

- The account registration screen appears with the account number displayed. User completes the required fields and clicks **Complete Registration**.

## Register

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Please fill out this form to complete your registration. All required fields are marked with a \*.  
[Click here for information on linking accounts together.](#)

**Personal Property Account ID \***

<b>Email Address *</b>	<b>Confirm Email Address *</b>
<input type="text" value="test@mail.com"/>	<input type="text" value="test@mail.com"/>
<b>Create Password *</b>	<b>Confirm Password *</b>
<input type="password" value="....."/>	<input type="password" value="....."/>

**Secure Code \***

  
**4346V**  

 I would like to sign up for Paperless

I understand that at any time, I can print out my bill and/or decide to receive paper bills by editing my online profile. Please select the Invoice Types on the right you wish to go Paperless for.  Personal Property

In order to complete your enrollment, you must verify receipt of the *Paperless Registration Information* email which will be sent to your email address on record for each Invoice Type selected.

Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account with full responsibility for decisions related to this account. [Click to view Terms and Conditions](#) .

**Complete Registration** 

5. After completing the registration, the Customer Portal dashboard will appear. From here, the user can take full advantage of the features available to registered customers such as, AutoPay, Pay by Text, Paperless, Scheduled Payments as well as save payment methods. Customers should log out when exiting the site.

**TRAINING - TEST** [Home](#) [My Account](#) [My Profile](#) [Support](#) [Logout](#)

## Your Account at a glance

### I want to...

[Pay my invoices](#)

- [View my payment history](#)
- [View my scheduled payment history](#)
- [Manage my AutoPay settings](#)
- [Manage my Paperless settings](#)
- [Update my account information](#)

### Services

- [AutoPay](#) [EDIT](#)
- [Paperless](#) [EDIT](#)
- [Pay By Text](#) [EDIT](#)

### Recent Open Invoices

Due On	Invoice Date
7/25/2019	6/1/2019
4/25/2019	3/1/2019

### Recent Closed Invoices

No history available

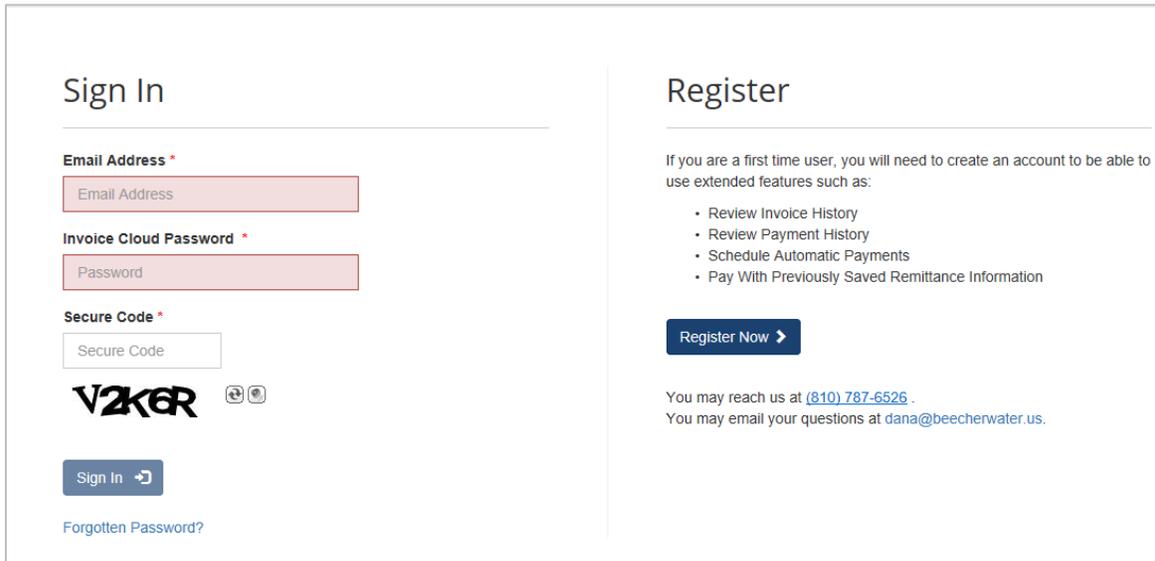
### Recent Payments

No history available

### Upcoming Scheduled Payments

No history available

6. After clicking on Sign Out button , the user will be presented with the **Sign In** screen for the Customer Portal. For the user's convenience, this page can be saved as a favorite for easy access. User has the ability to retrieve their forgotten password using the link on the bottom of the screen.



### Sign In

**Email Address \***

**Invoice Cloud Password \***

**Secure Code \***

**V2K6R** 

**Sign In** 

[Forgotten Password?](#)

### Register

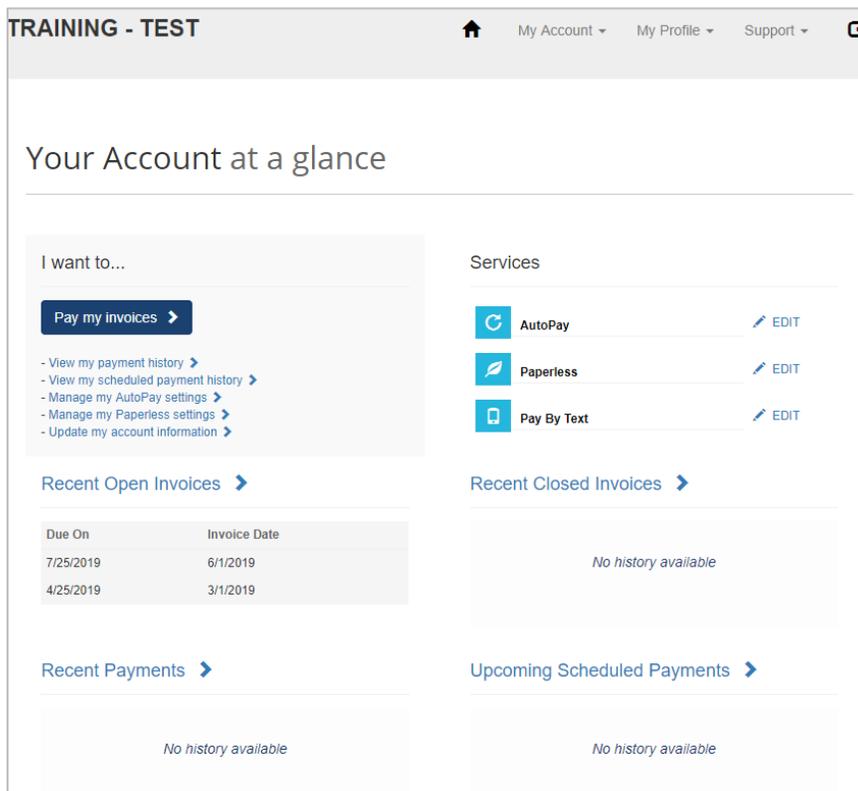
If you are a first time user, you will need to create an account to be able to use extended features such as:

- Review Invoice History
- Review Payment History
- Schedule Automatic Payments
- Pay With Previously Saved Remittance Information

**Register Now** 

You may reach us at [\(810\) 787-6526](tel:810-787-6526).  
You may email your questions at [dana@beecheewater.us](mailto:dana@beecheewater.us).

7. The user will be directed to the registered account landing page, the **Customer Portal** dashboard.



**TRAINING - TEST** Home My Account My Profile Support Sign Out

## Your Account at a glance

**I want to...**

**Pay my invoices** 

- View my payment history 
- View my scheduled payment history 
- Manage my AutoPay settings 
- Manage my Paperless settings 
- Update my account information 

**Recent Open Invoices** 

Due On	Invoice Date
7/25/2019	6/1/2019
4/25/2019	3/1/2019

**Recent Payments** 

No history available

**Services**

- AutoPay**  [EDIT](#)
- Paperless**  [EDIT](#)
- Pay By Text**  [EDIT](#)

**Recent Closed Invoices** 

No history available

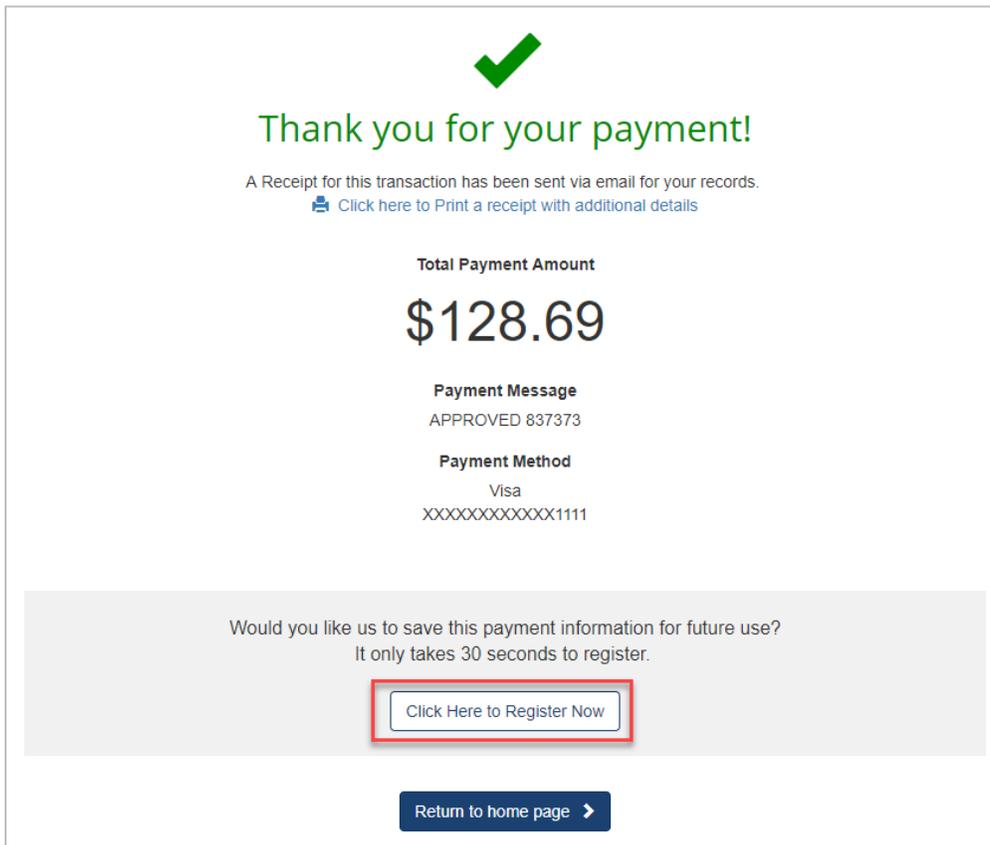
**Upcoming Scheduled Payments** 

No history available

## Registering After Completing a One Time Payment

After completing a one-time payment, the user is presented with a confirmation page to letting them know the payment was successful. This page also provides the user with the opportunity to register their account for future use. This is sometimes referred to as the *30-second registration*.

1. User selects **Click Here to Register Now**.



The screenshot shows a payment confirmation page. At the top, there is a green checkmark icon. Below it, the text reads "Thank you for your payment!". Underneath, a message states "A Receipt for this transaction has been sent via email for your records." followed by a link "Click here to Print a receipt with additional details". The "Total Payment Amount" is displayed as "\$128.69". Below that, the "Payment Message" is "APPROVED 837373" and the "Payment Method" is "Visa" with a masked card number "XXXXXXXXXXXX1111". A grey box contains the question "Would you like us to save this payment information for future use? It only takes 30 seconds to register." and a button labeled "Click Here to Register Now" which is highlighted with a red border. At the bottom, there is a dark blue button labeled "Return to home page" with a right-pointing arrow.

- The user is presented with the Register page with their account number and email address already completed. All the user must do to complete the registration is enter a newly created password twice and correctly enter the secure code and click on **Complete Registration**.

## Register

Please fill out this form to complete your registration. All required fields are marked with a \*.  
[Click here for information on linking accounts together.](#)

**Training - TEST Account #: \***

**Email Address \***       **Confirm Email Address \***

**Create Password \***       **Confirm Password \***

**Secure Code \***



Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account with full responsibility for decisions related to this account. [Click to view Terms and Conditions](#)

[Complete Registration >](#)

- The user will be directed to the registered account landing page, the **Customer Portal** dashboard.

## Your Account at a glance

**I want to...**

Pay my invoices >

- View my payment history >
- View my scheduled payment history >
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- Manage my Paperless settings >
- Update my account information >

[Recent Open Invoices >](#)

No history available

[Recent Payments >](#)

Payment Date	Account #	Amount
4/4/2019	PP-03707	\$125.00
4/4/2019	PP-03707	\$3.69

**Services**

- AutoPay [EDIT](#)
- Paperless [EDIT](#)
- Pay By Text [EDIT](#)

[Recent Closed Invoices >](#)

Invoice Date	Account #
3/1/2019	PP-03707

[Upcoming Scheduled Payments >](#)

No history available