

# How to Register an Account

## A STEP BY STEP OUTLINE

### METHOD 1

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

#### Your Invoice

Click on Proceed to Checkout when you are ready to pay.

#### Type - Water

Type	Account #	Invoice #	Due Date	Balance Due	Options
Water, Sewer	0013182000-00	20200310-UB-02862-00355	4/2/2020	\$0.00	<a href="#">View Invoice</a>

Subtotal (1 Items) \$0.00  
Not including any applicable service fees.

[Proceed To Checkout](#)

#### Additional Options

[I want to Register this Account](#)

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

#### Personal Property Account ID \*

PP-05896

#### Email Address \*

test@mail.com

#### Confirm Email Address \*

test@mail.com

#### Create Password \*

\*\*\*\*\*

#### Confirm Password \*

\*\*\*\*\*

#### Secure Code \*

4346v

**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](#)

**3** 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...

[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

**4** 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

#### Email Address \*

Email Address

#### Invoice Cloud Password \*

Password

#### Secure Code \*

Secure Code

**VZOKR**

[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@beecherwater.us](mailto:dana@beecherwater.us).