



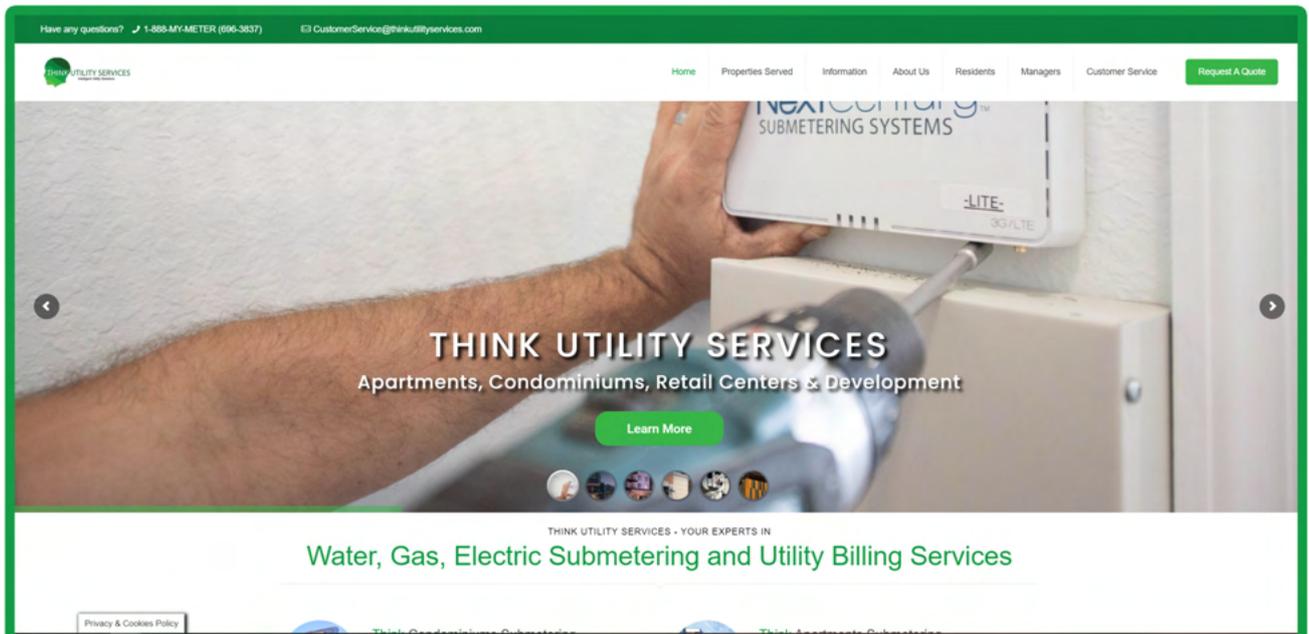
## HOW TO CREATE AN ONLINE ACCOUNT

**Step 1:** You will need a security code. You can find your security code on the half of the page on the right-hand side of your utility bill as shown below.

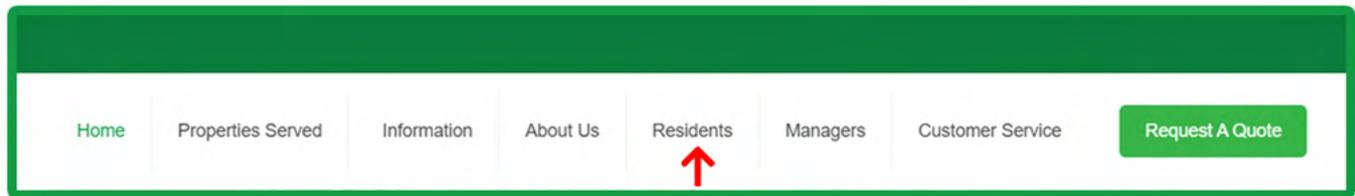
**Note:** Your security code will have numbers and upper-case letters incorporated.

<b>Pay This Amount</b> <b>\$89.96</b>	<b>before</b> <b>07/01/2018</b>
<b>Due Date does not apply to PAST DUE amounts.</b>	
<b>Account #</b>	1402221
<b>Security Code</b>	14022214XLMSYK ←
<b>Invoice #</b>	67723921

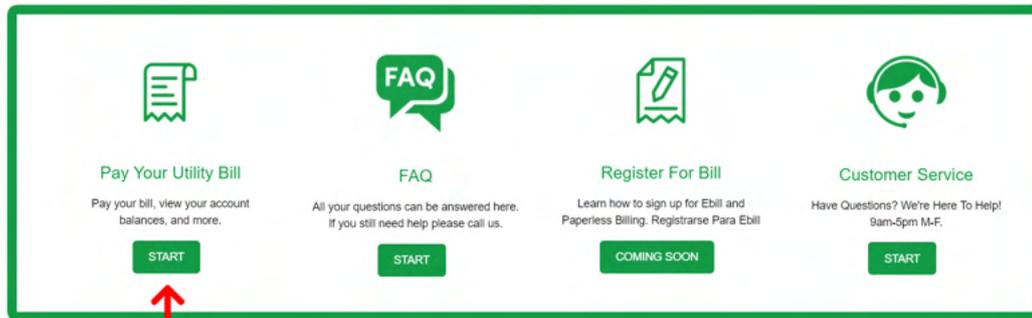
**Step 2:** Go onto our website --- [www.thinkutilityservices.com](http://www.thinkutilityservices.com)



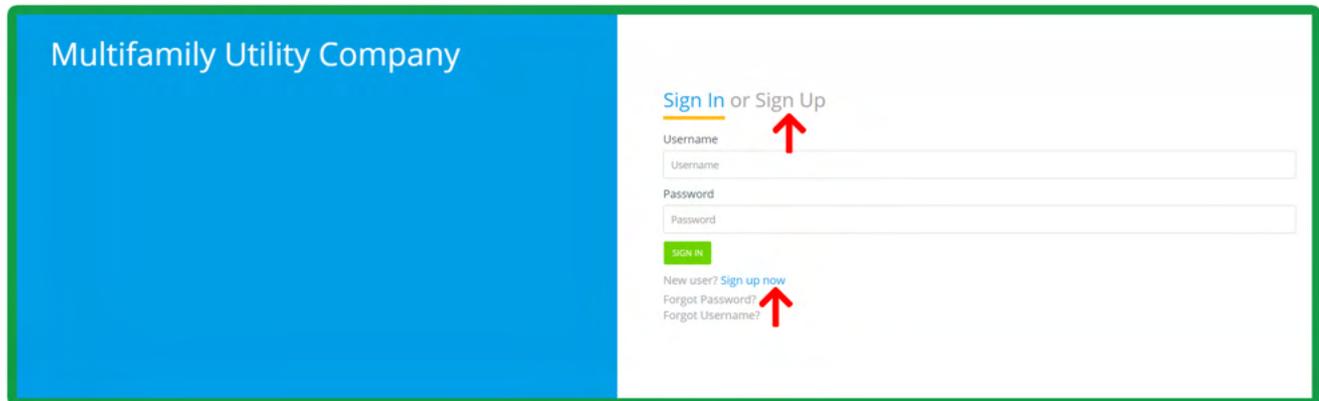
**Step 3: Click on “Residents” link on our website**



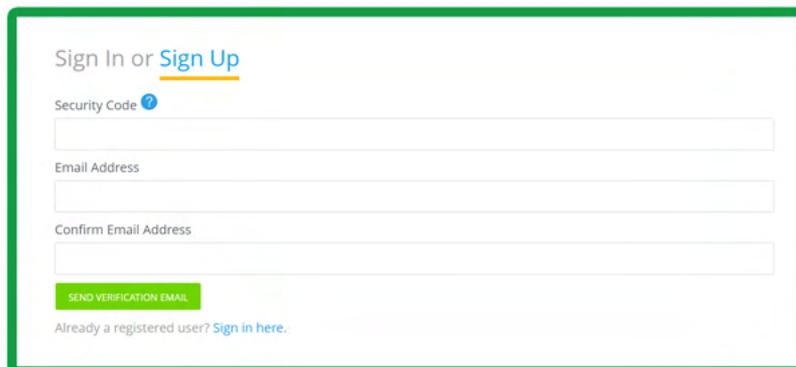
**Step 4: Scroll down to “Pay Your Utility Bill” and select “Start”**



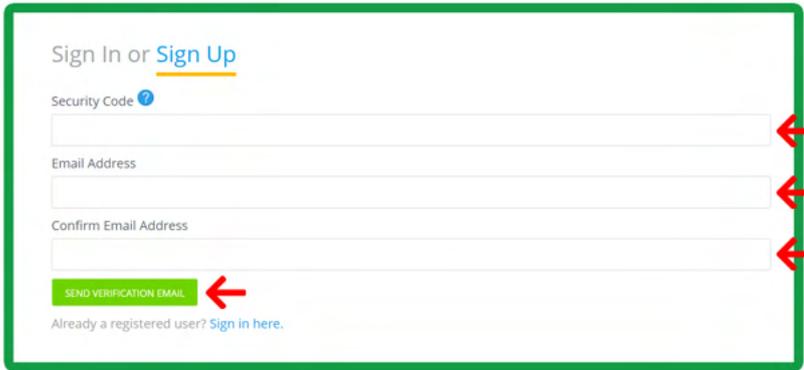
**Step 5: Click “Sign Up” or “Sign Up Now” to fill out your information**



**Step 6: Locate your “Security Code” from step one. Input your code and your email as shown below**



**Step 6:** Once “Security Code”, “Email Address”, and “Confirm Email Address” are filled, click “Send Verificaiton” button. A verification email will be sent to your personal email.



The image shows a web form titled "Sign In or [Sign Up](#)". It contains three input fields: "Security Code" with a help icon, "Email Address", and "Confirm Email Address". Below these fields is a green button labeled "SEND VERIFICATION EMAIL". At the bottom, there is a link: "Already a registered user? [Sign in here.](#)". Red arrows point to the right side of each input field and to the "SEND VERIFICATION EMAIL" button.

**Step 7:** Click on the link that appears on your email and you'll be directed right back to our page where you can log in and set up a password.

**LOG IN** and you have made an online account successfully!