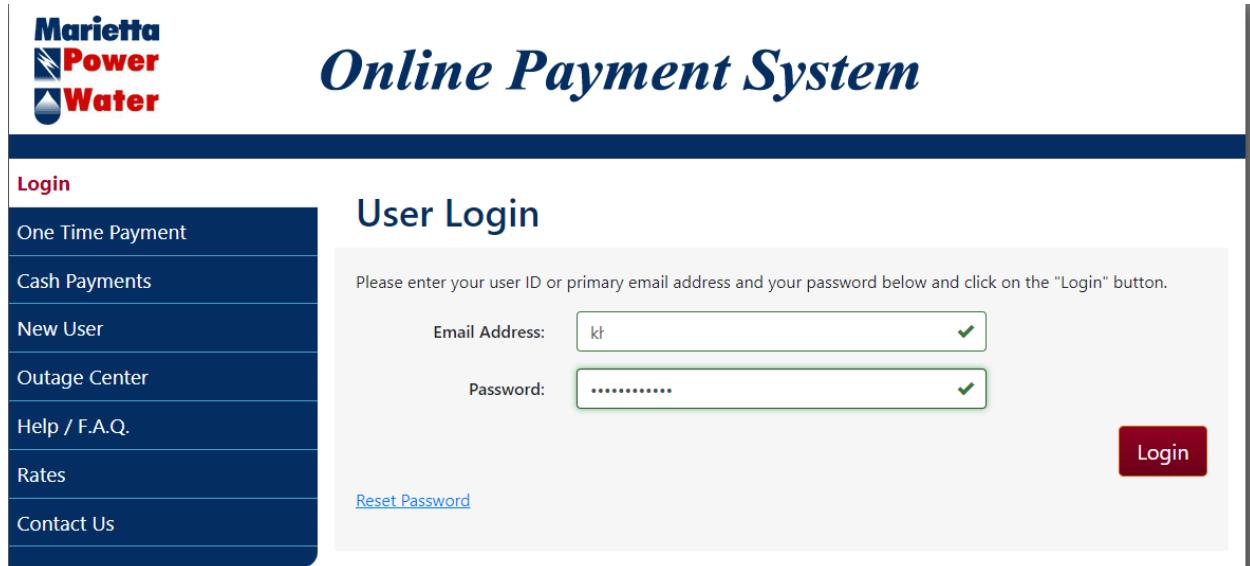


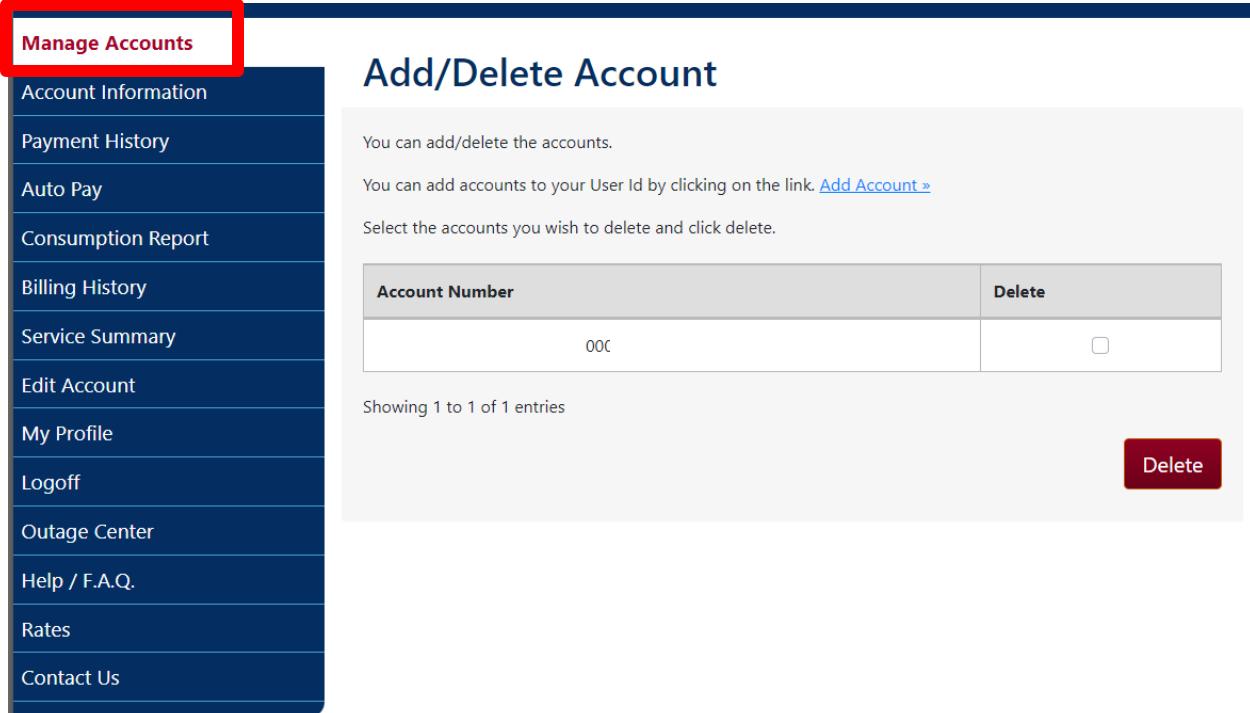
How do I add multiple Accounts:

1. Log into your account and click login:



The screenshot shows the Marietta Power Water Online Payment System. At the top, the logo 'Marietta Power Water' is displayed. To the right, the text 'Online Payment System' is written in a large, stylized font. Below this, a 'User Login' form is shown. The left sidebar contains a 'Login' section and a list of links: One Time Payment, Cash Payments, New User, Outage Center, Help / F.A.Q., Rates, and Contact Us. The main 'User Login' area has fields for 'Email Address' (containing 'kt') and 'Password' (containing '*****'). A 'Login' button is located to the right of the password field. Below the password field is a 'Reset Password' link.

2. Click on Manage Accounts:



The screenshot shows the 'Manage Accounts' page. On the left, a sidebar lists various account management options: Account Information, Payment History, Auto Pay, Consumption Report, Billing History, Service Summary, Edit Account, My Profile, Logoff, Outage Center, Help / F.A.Q., Rates, and Contact Us. The 'Manage Accounts' link is highlighted with a red box. The main content area is titled 'Add/Delete Account'. It contains instructions: 'You can add/delete the accounts.', 'You can add accounts to your User Id by clicking on the link. [Add Account »](#)', and 'Select the accounts you wish to delete and click delete.' Below these instructions is a table with one entry. The table has two columns: 'Account Number' (containing '000') and 'Delete' (containing a checkbox). At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. A 'Delete' button is located at the bottom right of the table area.

Account Number	Delete
000	<input type="checkbox"/>

3. Click on Add Account:

Manage Accounts

- Account Information
- Payment History
- Auto Pay
- Consumption Report
- Billing History
- Service Summary
- Edit Account
- My Profile
- Logoff
- Outage Center
- Help / F.A.Q.
- Rates
- Contact Us

Add/Delete Account

You can add/delete the accounts.

You can add accounts to your User Id by clicking on the link [Add Account >](#)

Select the accounts you wish to delete and click delete.

Account Number	Delete
00C	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Delete

4. You will be required to enter the account number and cycle and route number:

Add Account

* = Required

User Id: kl

* Account Number:

* Cycle and Route Number:

Submit

* Account Number must be entered exactly as it appears on your monthly statement.

5. Click on Submit:

Submit

6. You will see confirmation after you click submit:

Add Account

* = Required

User Id: kt

The account was added successfully.

* Account Number: 001 00

* Cycle and Route Number:

Submit

* Account Number must be entered exactly as it appears on your monthly statement.

7. To see the accounts, you have added to your user profile, click on Select Accounts:

Select Accounts

Manage Accounts

Account Information

Payment History

Auto Pay

Consumption Report

Billing History

Service Summary

Edit Account

My Profile

Logoff

Outage Center

Help / F.A.Q.

Rates

Contact Us

Utility Accounts

Select the location you would like to work with:

Account Number	Location Address	Total	Auto Pay	Tender Acct #	Cash Only?
0001		\$0.00	None		
0002		\$0.00	✓		
0003		\$0.00	None		

Showing 1 to 3 of 3 entries