


How do I add multiple Accounts:

1. Log into your account and click login:



Online Payment System

Login

- One Time Payment
- Cash Payments
- New User
- Outage Center
- Help / F.A.Q.
- Rates
- Contact Us

User Login

Please enter your user ID or primary email address and your password below and click on the "Login" button.

Email Address: ✓

Password: ✓

[Reset Password](#)

Login

2. Click on Manage 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

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
000	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Delete

3. Click on Add Account:

Manage Accounts
Account Information
Payment History
Auto Pay
Consumption Report
Billing History
Service Summary
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000	<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.

Submit

5. Click on Submit:

6. You will see confirmation after you click submit:

Add Account

* = Required

User Id: k†

The account was added successfully.

* Account Number: -

* Cycle and Route Number:

* 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

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Utility Accounts

Select the location you would like to work with:

Account Number	Location Address	Total	Auto Pay	Tender Acct #	Cash Only?
0000		\$0.00	None		
000		\$0.00	✓		
0000		\$0.00	None		

Showing 1 to 3 of 3 entries