



Customer Portal Steps

The Customer Portal interface features a header with the title "Customer Portal" and a row of payment method logos including VISA, Mastercard, AMEX, Discover, and others. Below the header, there are two main sections. The left section, titled "Make One Time Payment", provides instructions on how to pay a bill and includes a "PAY NOW" button. The right section, titled "Login", contains fields for Email and Password, a "Forgot your password?" link, and a "LOGIN" button. A "Register Now" link is also present at the bottom of the login section.

Step 1:
Visit the Customer Portal
and select **Register Now**.

The "New Account Information" form is a multi-step registration form. It starts with an "Email Address" field. Below this, it lists password requirements: at least 10 characters, containing at least one number and one alpha character, and only alphanumeric and special characters allowed. It also includes a security warning. The form then has fields for "Password" and "Re-enter password". Following these are fields for "First Name" and "Last Name". The "Phone Number" field is pre-filled with "(111) 222-3333". The "ZIP/Postal Code" field is pre-filled with "12345 or ASA 9A9". There are two "Security Question" fields with dropdown menus. The form concludes with "Security Answer 1" and "Security Answer 2" fields. At the bottom, there are "ENROLL" and "Cancel" buttons.

Step 2:
Fill in the required information
and select **Enroll**.

The "Add Account" form is a multi-step registration form. It starts with "Account Information" and "Payment Type" (with a radio button for "Bill Payment"). Below this, it asks for the "Account Number" (with a note "Without the leading zeros.") and the "Main Phone Number". There is a "Paperless" toggle switch and a "Paper" icon. The form then has an "E-Bill Notification For New Bills" section with a checkbox for "Receive email notification". Below this is the "Terms & Conditions" section, which includes a link to "Read the Payment Authorization Terms" and a checkbox for "I agree to the Payment Authorization Terms". At the bottom, there are "BACK TO ACCOUNTS" and "ADD ACCOUNT" buttons.

Step 3:
Input your account number, select
your billing and notification preferences,
and select **Add Account**.

Step 4:
Your account has been successfully added. Select **Back to Accounts** to edit your
selections at any time.