InvoiceCloud®

Registering an Account

1. From the virtual site, a payer clicks on **Register Now.**

Pay or View Bills

Pay online with One Time Pay, no registration required.	Create an account to be able to use extended features.
Pay Now	**Register Now**

2. On the Account Locater screen, user enters the search criteria, the secure code and selects **Search Invoices.**

Please Locate Your Account

Utility Service
Search our files for your invoices using the fields below. Required fields are marked with a *.
Need help finding your invoice?

Account Number *

Account Number

Secure Code *

Secure Code

6VNQE

Q Search Invoices

3. Once the Search Results displays the invoice, user clicks on the box to the left of the invoice and selects the **Register Selected Invoices** link.

‹ Return to previous page

Search Results

Please review your results below and select invoices to Pay. Click here if you would like to search again.

Select	Account #	Customer Name	Due Date	Bill Total	Balance Due	
✔	101-01600-02	KERI M. SMITH	1/4/2017	($16.15)	($16.15)	⤴ View Invoice 🔍 Related Invoices

➕ Add selected invoices to your cart | **👤 Register Selected Invoices**

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4. The account registration screen appears with the account number displayed. User completes the required fields and clicks **Complete Registration**.

‹ Return to previous page

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.

Account #: *

UTIL-1148

Email Address *

mail@mail.com

Confirm Email Address *

mail@mail.com

Create Password *   **Password Strength**

••••••••••••   Strong

Confirm Password *   **Password Strength**

••••••••••••   Strong

☐ 🍃 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.

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.

☑ Utility Services

Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account, with full responsibility for decisions related to this account, and that the Registrant agrees to the following Terms and Conditions. Click to view Terms and Conditions 🔗.

Complete Registration ›

5. After completing the registration, the Customer Portal dashboard will appear. From here, the user can take full advantage of the features available to registered customers such as, AutoPay, Pay by Text, Paperless, Scheduled Payments as well as saving payment methods. Customers should log out when exiting the site.

Your Account At A Glance

I Want To...

Pay My Invoices >

Manage My Accounts >

↻ AutoPay	⊗ Not Enrolled	>
🍃 Paperless	⊗ Not Enrolled	>
📱 Pay By Text	⊗ Not Enrolled	>

Recent Open Invoices >

Invoice Date	Due On	Balance Due
12/28/2021	1/21/2022	$75.62

Recent Closed Invoices >

Invoice Date	Account #	Record Type
11/29/2021	UTIL-1148	N
10/31/2021	UTIL-1148	N
10/13/2021	UTIL-1148	N

Recent Payments >

Payment Date	Account #	Amount
11/23/2021	UTIL-1148	$75.90
8/30/2021	UTIL-1148	$58.38
6/10/2021	UTIL-1148	$87.72

Upcoming Scheduled Payments >

No History Available

6. After clicking on Sign Out button ![sign out icon], the user will be presented with the **Sign In** screen for the Customer Portal. For the user's convenience, this page can be saved as a favorite for easy access. User has the ability to retrieve their forgotten password using the link on the bottom of the screen.

Sign In

Email Address *

[Email Address]

Invoice Cloud Password *

[Password]

[Sign In →]

Forgot your 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 (123) 321-3213 .
You may email your questions at test123@test.com.

7. The user will be directed to the registered account landing page, the **Customer Portal** dashboard.

Your Account At A Glance

I Want To...

[Pay My Invoices ❯]

Manage My Accounts ❯

↻ AutoPay	⊗ Not Enrolled	❯
◣ Paperless	⊗ Not Enrolled	❯
▯ Pay By Text	⊗ Not Enrolled	❯

Recent Open Invoices ❯

Invoice Date	Due On	Balance Due
12/28/2021	1/21/2022	$75.62

Recent Closed Invoices ❯

Invoice Date	Account #	Record Type
11/29/2021	UTIL-1148	N
10/31/2021	UTIL-1148	N
10/13/2021	UTIL-1148	N

Recent Payments ❯

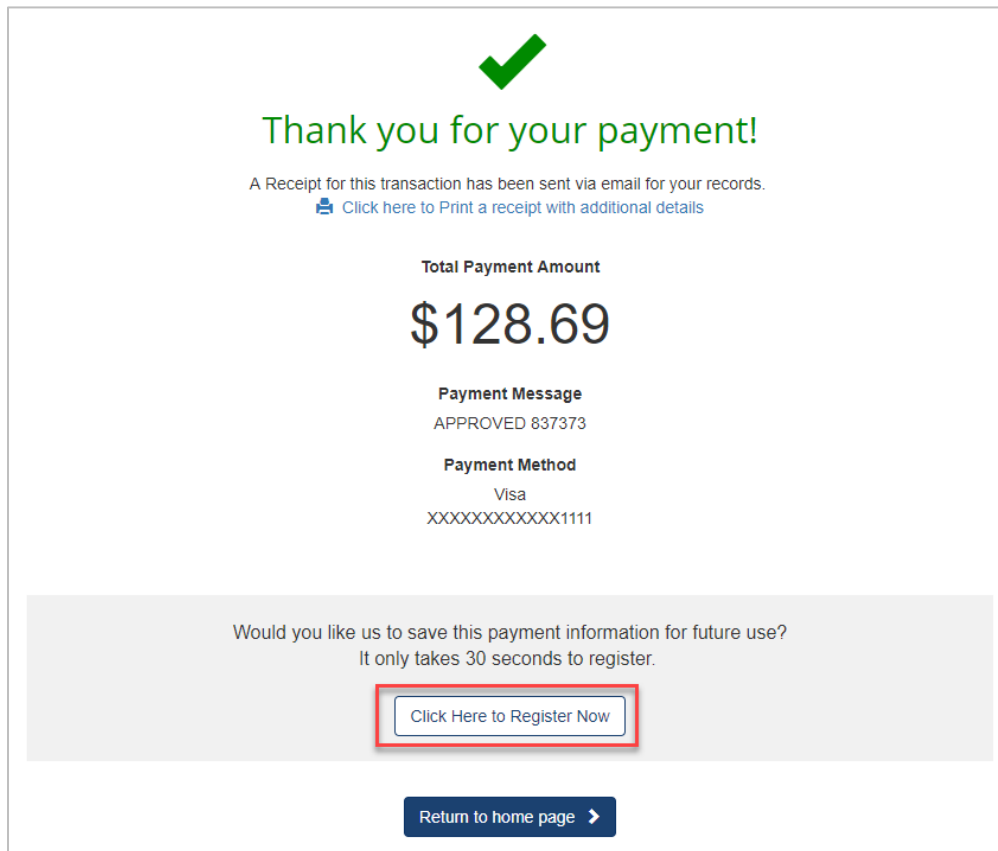| Payment Date	Account #	Amount
11/23/2021	UTIL-1148	$75.90
8/30/2021	UTIL-1148	$58.38
6/10/2021	UTIL-1148	$87.72

Upcoming Scheduled Payments ❯

No History Available

Registering After Completing a One Time Payment

After completing a one-time payment, the user is presented with a confirmation page to letting them know the payment was successful. This page also provides the user with the opportunity to register their account for future use. This is sometimes referred to as the *30-second registration*.

1. User selects **Click Here to Register Now.**

2. The user is presented with the Register page with their account number and email address already completed. All the user must do to complete the registration is enter a newly created password twice and click on **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.

Training-Test MCL Account #: *

UTIL-1149

Email Address *

joel@mail.com

Confirm Email Address *

joel@mail.com

Create Password *   **Password Strength**

••••••••   Strong

Confirm Password *   **Password Strength**

••••••••   Strong

✔ 🍃 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.   ✔ Utility Services

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, and that the Registrant agrees to the following Terms and Conditions. Click to view Terms and Conditions 🔗.

Complete Registration ❯

3. The user will be directed to the registered account landing page, the **Customer Portal** dashboard.

Your Account At A Glance

I Want To...

Pay My Invoices ›

Manage My Accounts ›

	AutoPay	⊗ Not Enrolled	›
	Paperless	✓ Enrolled	›
	Pay By Text	⊗ Not Enrolled	›

Recent Open Invoices ›

Invoice Date	Due On	Balance Due
12/28/2021	1/21/2022	$59.77

Recent Closed Invoices ›

Invoice Date	Account #	Record Type
11/29/2021	UTIL-1149	N
10/31/2021	UTIL-1149	N
10/13/2021	UTIL-1149	N

Recent Payments ›

Payment Date	Account #	Amount
12/29/2021	UTIL-1149	$1.00
12/29/2021	UTIL-1149	$1.00
11/19/2021	UTIL-1149	$68.77

Upcoming Scheduled Payments ›

No History Available