

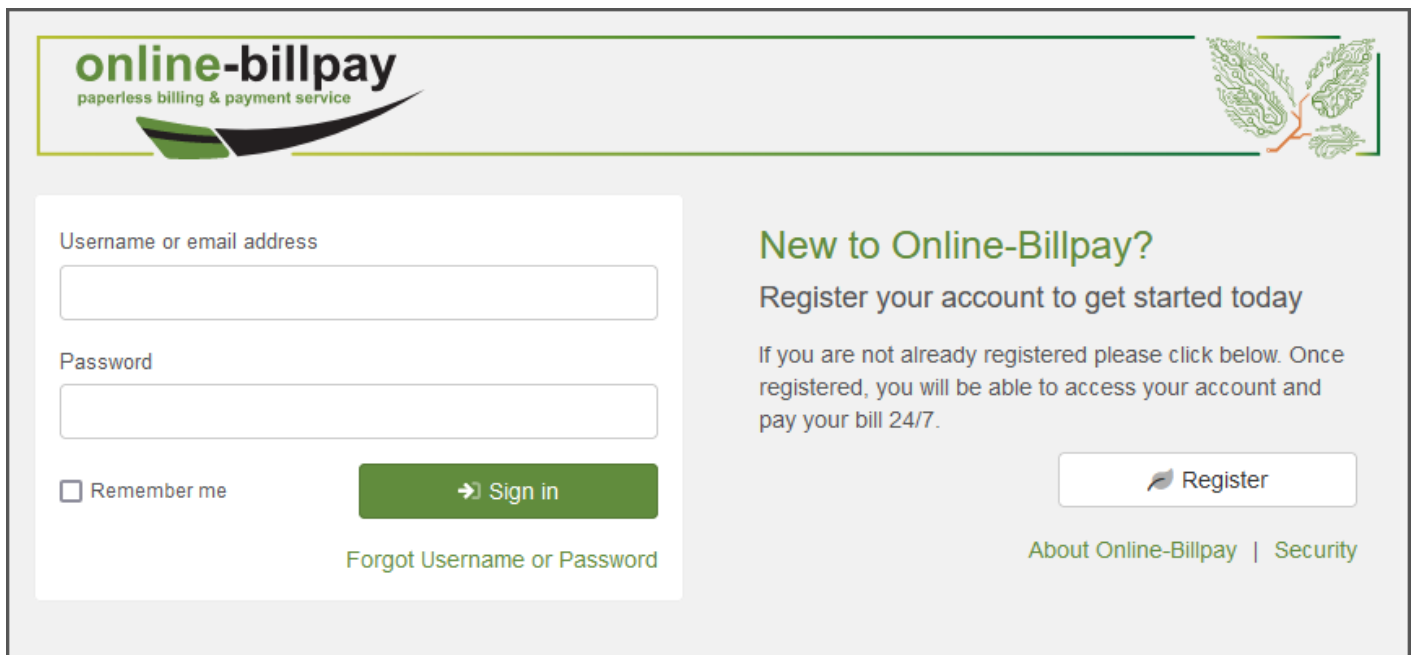
Registration Guide

Before customers can use the Online-Billpay site, they must register a service account and create a user. This guide will walk through the steps to do so.

First, they will need to look at their statement, or call your office, to locate their **Account Number** and **Identification Number**.

To navigate to the site, we recommend a customer first visit your website, then click on the Online-Billpay button. (The button on your site may say something unique, but it will contain the link to the Online-Billpay website.)

When they reach the site, they'll see this page. They should click the Register button to get started.



The screenshot shows the Online-Billpay website's registration page. At the top left is the logo "online-billpay" with the tagline "paperless billing & payment service" and a stylized leaf graphic. At the top right is a decorative graphic of a tree with roots. The main content area is divided into two sections. On the left is a login form with fields for "Username or email address" and "Password", a "Remember me" checkbox, a green "Sign in" button with a right arrow, and a link "Forgot Username or Password". On the right is a registration section titled "New to Online-Billpay?" with the subtext "Register your account to get started today". Below this is a paragraph: "If you are not already registered please click below. Once registered, you will be able to access your account and pay your bill 24/7." At the bottom right of this section is a white "Register" button with a leaf icon. At the very bottom right are links for "About Online-Billpay" and "Security".



Username or email address

Password

☐ Remember me

[→ Sign in](#)

[Forgot Username or Password](#)

New to Online-Billpay?

Register your account to get started today

If you are not already registered please click below. Once registered, you will be able to access your account and pay your bill 24/7.

[Register](#)

[About Online-Billpay](#) | [Security](#)

On the first step, enter the Account Number and Identification Number. Click Next.


paperless billing & payment service



Register New Account

Back to Sign In

Step 1
Account Information

Step 2
Contact Information

Step 3
User Information

Step 4
Account Settings

Step 5
Confirmation

Account Number *

Identification Number *

- Please add "**@online-billpay.com**" to your approved senders list or in your address box in order to receive emails from us.
- Your account number and identification number are located on your statement.

Have you used Online-Billpay.com before? You may have an existing user. If so, login to your existing user and click the "Register New Account" link on the menu. If you don't remember your login information you can reset your password by clicking the "Forgot Username or Password" link on the Sign In page.

< Previous

Next >

The site will automatically complete any **Personal Information** fields for which we have information. This information is either sent to us in the normal statement data file, or entered by the CSR when the account is manually created. The customer can enter any other information they'd like. This information will not update your software system.


paperless billing & payment service



Register New Account

Back to Sign In

Step 1
Account Information

Step 2
Contact Information

Step 3
User Information

Step 4
Account Settings

Step 5
Confirmation

Full Name *

John Doe

Billing Address *

1234 Street Rd

Billing Address 2 (optional)

City *State *

BendOregon

Zip Code *

97701

Phone Number (optional)

< Previous

Next >

Next, the customer will be asked to enter an **email address** and **password**.

There are some specific guidelines for the **Password** to ensure it is strong enough; those guidelines are listed on the left side of the page. As the **Password** meets each requirement, the requirement will get a green check mark.

The **Email Address** should be one the customer regularly uses, and must also be unique. This is where the site will send statement notifications. If the email address is already in use, the customer may already have an Online-Billpay user and should instead register the account to their existing user. That process is demonstrated in the customer help guide.


paperless billing & payment service



Register New Account

Back to Sign In

Step 1
Account Information

Step 2
Contact Information

Step 3
User Information

Step 4
Account Settings

Step 5
Confirmation

Passwords must meet the following requirements

- ✓ At least eight characters in length
- ✓ At least one uppercase letter
- ✓ At least one lowercase letter
- ✓ At least one number
- ✓ At least one special character:
!"#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~

Email Address *

Confirm Email *

Password *

Confirm password *

< Previous

Next >

Step 4 will give the customer an opportunity to enable paperless billing. Simply click the switch under “Enable paperless?” to turn it on.

online-billpay

paperless billing & payment service



Register New Account

Back to Sign In

Step 1
Account Information

Step 2
Contact Information

Step 3
User Information

Step 4
Account Settings

Step 5
Confirmation

Paperless Billing

Ditch the paper and receive your bills via email.

How it works

You'll get your bill delivered to your inbox, faster than you would normally receive it in the mail. And if you want a paper copy of your bill, you can always print one out from your online account.

Enable paperless?

☒ No

< Previous

Next >

On the final page, we'll confirm all the information provided by the customer. If it is correct, click the **Register** button to finish registration. If any changes are necessary, click the **Edit** link next to the information or use the **Previous** button.


paperless billing & payment service



Register New Account

Back to Sign In

Step 1
Account Information

Step 2
Contact Information

Step 3
User Information

Step 4
Account Settings

Step 5
Confirmation

Full Name:	John Doe	 Edit
Billing Address:	1234 Street Rd	 Edit
City:	Bend	 Edit
State:	OR	 Edit
Zip Code:	97701	 Edit
Phone Number:	(555) 555-5555	 Edit
Email:	johndoe123@johndoe123.com	 Edit
Paperless:	Yes	 Edit

< Previous

Register

Success

Your account was successfully created!

Continue

After clicking Continue, the customer will be immediately directed to their account page. To access the site in the future, they will only need their **Email** and **Password**.



paperless billing & payment service

Pay Accounts

ABC SERVICES

Account Options

 Register New Account

 Account Settings

 Notifications

Financial Information

 Payment Profiles

 Manage AutoPay

Historical Information

 Statement History

 Payment History

Profile Options

 Edit Profile

 Change Password

 Security

 Sign Out



online-billpay

123 SOMEWHERE ST
ANYWHERE, US 00000
(999) 876-1234
WWW.ABCSERVICE.COM

John Doe

Welcome to Online-Billpay

Your email, johndoe123@johndoe.com, is not yet verified

Please check your inbox for a verification link [Resend](#)

Email verification is not required to view or pay your bill.
Please select your service provider from the menu to continue.

Here you can:

- Pay your statements.
- Review payment history online.
- Run multiple billing accounts on a single profile.
- Update your Online-Billpay profile.

To start viewing accounts immediately:

- In the "Pay Accounts" section on the menu, click the account you want to see.

To change profile information:

- Use the "Profile Options" links provided on the menu.

Use of this site constitutes acceptance of our [Website Terms of Use](#) and [Privacy Policy](#)

Copyright © 2011-2022 BMS Technologies. All trademarks or registered trademarks are property of their respective owners