

# ④ Simple Steps to Register an Account

– from your Payment Portal

1 From your *Payment Portal*, select the “Sign In”.

Sign In Contact Us

## Pay or View Bills

Please select an item below to get started.

Utility Bill Birth Certificates

Our Utility office is excited to offer residents an easy and convenient method to view and pay their utility bills online.

VISA AMERICAN EXPRESS DISCOVER G Pay

**Fast and Easy**  
No registration is required for “One Time Pay,” the fastest way to pay online and confirm payment.

**Safe and Secure**  
Your information is kept confidential, secure, and backed by the highest security standards.

**Eco-Friendly**  
Paying online reduces paper use and is an easy way to help the environment.

3 On the *Register* page, complete the required fields including *account/statement number, email address, and password*. Then, select “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.](#)

Statement Number \*  
Account Number

Email Address \*  
Email Address

Confirm Email Address \*  
Confirm Email Address

Create Password \*  
Create Password

Confirm Password \*  
Confirm Password

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.

Birth Certificates

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](#).

Complete Registration

2 Select the “Register Now” button.

## 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 email your questions at [amartinez@invoicecloud.com](mailto:amartinez@invoicecloud.com).

4 After registration is complete, you will be redirected to *Your Account at a Glance* page where you can take full advantage of features such as *AutoPay, Pay by Text, Paperless, and Schedule Payments*.

To resume making a payment, click the “Pay my Invoices” button.

## Your Account at a glance

I want to...

Pay my Invoices

Manage my accounts

### Services

AutoPay EDIT

Paperless ✓

Pay By Text EDIT

### Recent Open Invoices

Invoice Date	Due On	Balance Due
8/9/2021	9/2/2021	\$56.73

### Recent Closed Invoices

Invoice Date	Account #
7/11/2021	UTIL-1100
8/12/2021	UTIL-1100
5/25/2021	UTIL-1100

### Recent Payments

Payment Date	Account #	Amount
8/29/2021	UTIL-1100	\$61.91
8/17/2021	UTIL-1100	\$100.43
5/18/2021	UTIL-1100	\$79.88

### Upcoming Scheduled Payments

No history available