

Signing up for the Customer Portal

By signing up for the **Customer Portal** you will be able to view, print, and pay your bills online. You will also be able to view your bill, payment and usage history.

Steps to sign up for the Customer Portal:

1 Go to the Customer Portal website as listed in the email.

myMunicipality Account

Login/Email
Password

Forgot Username/Password?
 Remember Me

LOGIN

Online Account Management made easy!

- View and Print your Bill
- Pay your Bill
- View your History and Usage

New to myMunicipality Online?
[Set Up Online Access](#)

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VERIFIED & SECURED

2 Click on **Set Up Online Access**

3 Enter your Account Number and CID which can be found on your bill. You will also need to enter a valid email address and password.

Self Registration

Account Number
CID
Email Address
Confirm Email Address
Password
Confirm Password

Sample CID and Account numbers found on bills

CID: 18499

Account Number: 6168-0

Account Number: 6168-0

Enter CID as 18499

Enter Account Number as 6168-0

Enter Account Number as 6168-0

CANCEL CREATE ACCOUNT

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4 Click **Create Account**

A Registration Confirmation window will appear. No action is needed on this window.

Registration Confirmation

If the information you provided was accurate, an email has been sent to the email address you provided. This is for you to verify your account with us. Please check your email. Don't forget to check your Junk mail. Once you verify your account you will be able to sign in [here](#).

5 You will also receive an email confirmation. You must click on the link provided in this email to complete your enrollment.

Congratulations! You've successfully registered your account online and are now 1 click away from being able to pay your bill and review your monthly usage from your home computer.

Please verify your account and this email by following the link below.

<https://<authorityname>.authoritypay.com/index.php/verify/c8897dsfdd90810>

6 You can then click on the link to take you to the Portal Log In Page

Your request and account has been verified. Please sign in with your credentials to access your account. Thank you.

[Click Here to go to the Login Page](#)