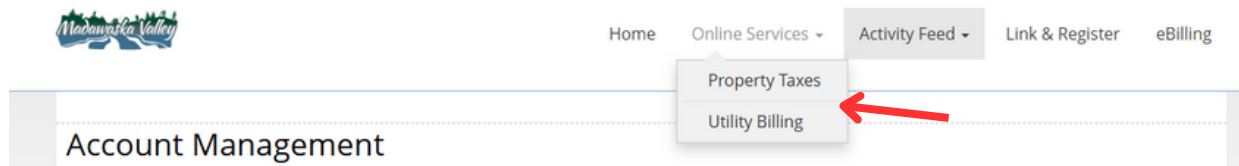


ENROLLING FOR E-BILLING: ACCOUNT ALREADY EXISTS

1. Log into your account.
2. At the top bar, select Online Services and one of the services:



3. You should see one account that is already associated with your name/address. Underneath, use the drop down to select the type of account you want to add:

Account Management

Hi

Click on a row to access one of your existing accounts.

Action	Module	AccountCode	Name	Linked
Edit	PT-Property Taxes			Linked

[Print](#)

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Need to Add an Account?

Select Account Type ▼

4. Select an option and complete the blanks using your most recent bill.

Need to Add an Account?

UB-Utility Billing ▼

Add UB Account

Enter all three sections of your UB account number then Access Code/PIN # as shown below.

Account Number:

Access Code / Pin:

Please Notify me by Email that my Utility Bill is Ready: ☐

I will View my Utility Bill Online: ☐

Attach a PDF Copy of the Utility Bill to the Email: ☐

Email Address: [Send Verification Email](#)

Verification Code:

5. After completing the steps and verifying your email, you will receive an email confirming your registration and the newly added account will appear under Accounts:

Account Management

Hi

Click on a row to access one of your existing accounts.

Accounts

Show 10 entries

Search:

Action	Module	AccountCode	Name	Linked
Edit	PT-Property Taxes			Linked
Edit	UB-Utility Billing			Linked

Print

Showing 1 to 2 of 2 entries

First

Previous

1

Next

Last