



Simple Steps to Register an Account from the Payment Portal

Step 1 – From the InvoiceCloud portal, click on *utility*.

Step 2 – Locate your invoice by inputting your account number, last name, or address.

Step 3 – Find your invoice and click the *select* box.

Step 4 – Click *register customer*.

Step 5 – Complete registration prompts and click *complete registration*.

Step 6 – You will then be redirected to the *your account at a glance* page.

Step 7 – Click on *pay my invoice*.

