

## How to Create a Customer Portal Account

To follow these steps you will need your most recent statement showing your customer portal access code. If you do not have this statement, please contact your utility provider for help setting up your account.

### 1. Click on **Create New Account**.

Municipal Water Systems - Customer Portal

### Sign In

User name

Password

Remember me

[Forgot your password?](#)  
[Didn't receive confirmation instructions?](#)

Pay your bill online without signing in:  
You will need the account number and last name associated with your account

Copyright © 2015 Crestline Software, LLC. All rights reserved.

### 2. Enter your **Account Number, Access Code, Email address, and Captcha code** exactly as they appear on your statement, then click **Create Account**.

Municipal Water Systems - Customer Portal

### New Customer Account

Please enter the following information to create an account. You will need your most recent statement.

Customer Account #:

Code:

Email:

Confirm Email:

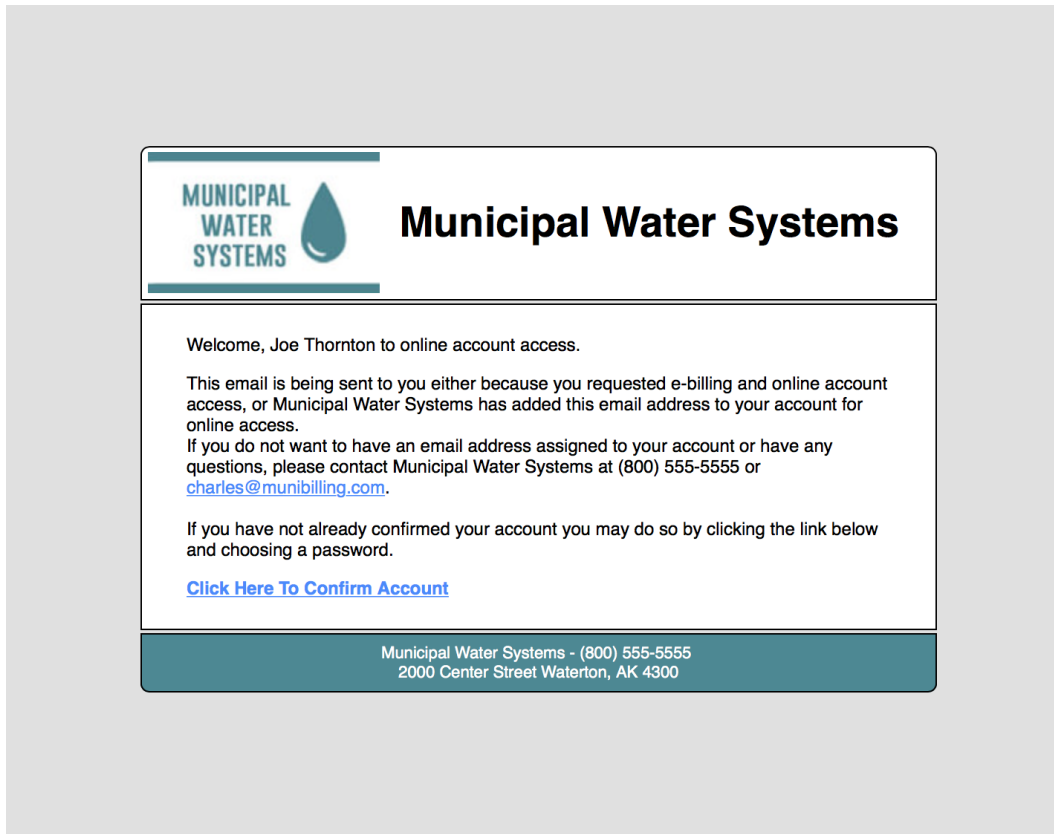
Captcha:

[Privacy & Terms](#)

Copyright © 2015 Crestline Software, LLC. All rights reserved.

## How to Create a Customer Portal Account

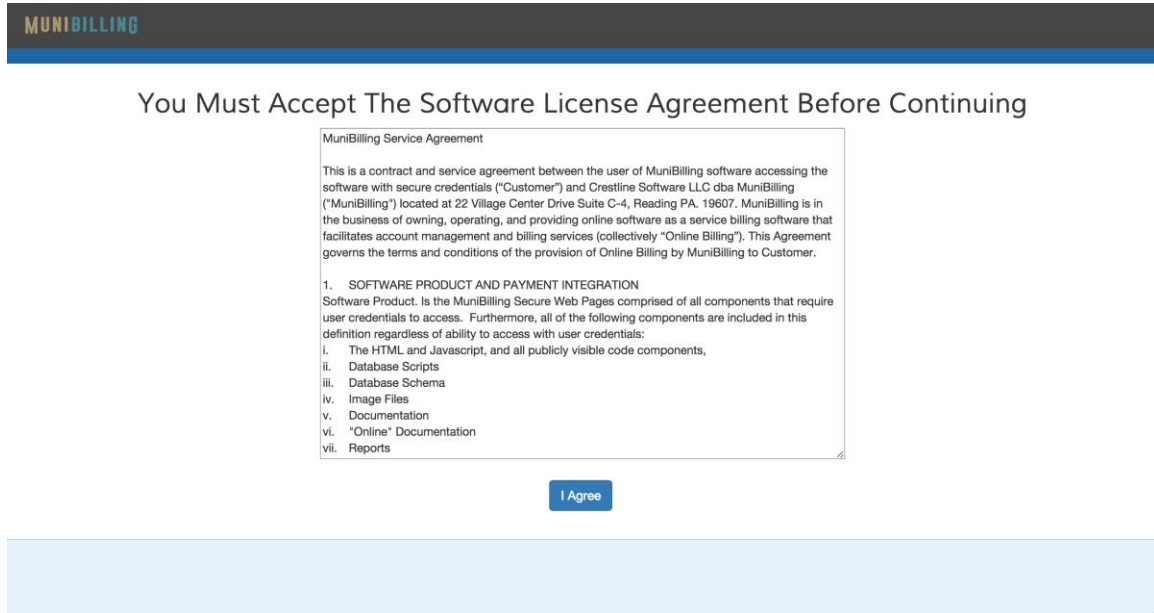
3. Check your email for Confirmation Instructions and click the link **Click Here to Confirm Account**.



4. Enter a **Username** and **Password** then click **Confirm Account**.

The image shows the 'Confirm My Account' page on the Municipal Water Systems Customer Portal. The page includes a header with the company name, a form with fields for 'User name', 'Password', and 'Password confirmation', and a 'Confirm Account' button. A sidebar box titled 'Confirming Your Account' provides instructions on password requirements. The footer contains copyright information.

## 5. Read the Software License Agreement and click **I Agree**.



MUNIBILLING

You Must Accept The Software License Agreement Before Continuing

MuniBilling Service Agreement

This is a contract and service agreement between the user of MuniBilling software accessing the software with secure credentials ("Customer") and Crestline Software LLC dba MuniBilling ("MuniBilling") located at 22 Village Center Drive Suite C-4, Reading PA, 19607. MuniBilling is in the business of owning, operating, and providing online software as a service billing software that facilitates account management and billing services (collectively "Online Billing"). This Agreement governs the terms and conditions of the provision of Online Billing by MuniBilling to Customer.

1. SOFTWARE PRODUCT AND PAYMENT INTEGRATION  
Software Product. Is the MuniBilling Secure Web Pages comprised of all components that require user credentials to access. Furthermore, all of the following components are included in this definition regardless of ability to access with user credentials:

- i. The HTML and Javascript, and all publicly visible code components,
- ii. Database Scripts
- iii. Database Schema
- iv. Image Files
- v. Documentation
- vi. "Online" Documentation
- vii. Reports

I Agree

## 6. You are now signed into your account.