

## Customer Online Account Quick Start Guide

Customer Online Account Login access is designed to give customers the ability to view account information online including account balance, billing history and payment history.

To set up your online access, please follow the steps below:

1. If you have received an account confirmation email, open the email and click "Click Here to Confirm Account."



2. To create your online account and confirm, select a User name and a Password. Your Password and Password Confirmation must match exactly. The password requirements are: at least 6 characters, at least 1 number or special character, at least 1 upper case character, and at least one lower case character. Click the Confirm Account button.

The image shows a screenshot of a web form titled "Confirm My Account". The form is set against a light blue background. It contains the following fields and elements: "Email: lindsey@munibilling.com" (pre-filled), "User name" (input field with "lhudock" entered), "Password" (input field with "\*\*\*\*\*" entered), "Password confirmation" (input field with "\*\*\*\*\*" entered), a green "Confirm Account" button, and three links: "Sign in", "Forgot your password?", and "Didn't receive confirmation instructions?".

3. After you click Confirm Account, you will need to accept the software license agreement before continuing.
4. Once you have clicked the I Agree button, you will be directed to your Account History.

### Account History

<b>Account Number:</b>	x123-1	<div style="background-color: #70AD47; color: white; padding: 5px; margin-bottom: 5px; border: 1px solid #0070C0;">Pay Online</div> <div style="background-color: #70AD47; color: white; padding: 5px; border: 1px solid #0070C0;">Set Auto Pay</div>
<b>Name:</b>	Lindsey Hudock	
<b>Current Balance:</b>	\$429.20	
<b>Service Address</b>	56 Oceanside Drive Miami FL 33022	<b>Customer Service</b> <b>Call:</b> (989) 426-4351 <b>Email:</b> customerservice@sc.org
<b>Mailing Address</b>	PO Box 1541 Miami FL 33002	

**Bill Delivery**   Mail    Email    Both

**Email Address**  

Update Bill Delivery/Email

#### Bills

Bill Date	Amount	Read Date	Beg./End Reading	Consumption	Bill Type
05/22/2015	\$14.00	05/22/2015	26000/30000	4000	SEW
05/22/2015	\$27.00	05/22/2015	26000/30000	4000	LATE
05/22/2015	\$46.00	05/22/2015	0/0	0	TRASH

#### Payments

Date	Amount
04/20/2015	\$750.00
03/17/2015	\$76.04
03/09/2015	\$232.90

\*If you have not received confirmation instructions, you may sign up online at the website noted on your most recent bill with a unique assigned 6-digit code like the example below. If you have misplaced this information, you may contact customer service for the appropriate website or your unique activation code.

Use the code 375178 to sign up online at  
<https://sahuaritaaz.secure.munibilling.com/>

\*\*If you have already set up an account but cannot remember your username, please call the phone number located in the “Forget your password screen?” that you can navigate to by clicking the “Forgot your password or user name?” link in the Customer Sign In screen.



The image shows a screenshot of a web page titled "Customer Sign in". It features a light blue background with a white form area. The form contains the following elements: a "User name" label above a text input field, a "Password" label above another text input field, and a checkbox labeled "Remember me". Below the form is a green button with the text "Sign in". At the bottom of the form area, there are two links: "Forgot your password or user name?" and "Didn't receive confirmation instructions?". The first link is circled in red. At the very bottom of the page, there is a dark blue footer with the text "Copyright © 2014 Crestline Software, LLC. All rights reserved."