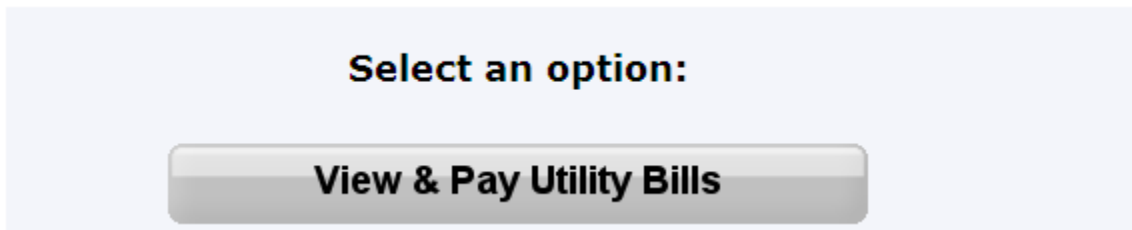



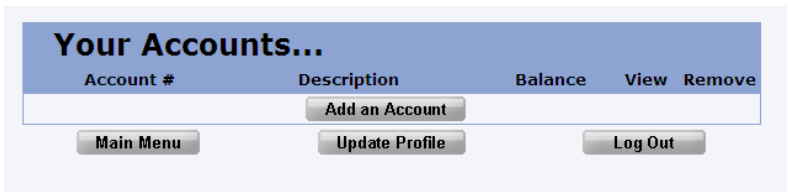
When the customer first clicks the link on your website they will be redirected to the ecommerce website. Initially they will select Register:




After logging into the eCommerce account they will see their homepage:



From here, they simply need to click  to continue to their Utility Billing account profile.



By default, their account list will be empty, so click  to add a new account:

## Add Account to User Profile

All of the fields are REQUIRED.

### Select Bill Type

Utility Bill

### Account #

### PIN #

You can find your PIN number to the right of the city name on your bill.

Enter in the account number and the associated PIN number from their account to attach it to the ebilling system. They can retrieve their PIN number and Account number from their paper bills.

After clicking continue they will be taken to the following EULA:

This describes the agreement between the City of Progress and the customer electing to use its electronic billing services ("You"). You should read these terms carefully, as they define the terms and conditions on which the City of Progress' electronic billing and payment services ("E-Bill") are offered. In consideration of our mutual covenants:

1. Electronic Billing - You agree to receive and pay your bills for utility services provided by the City of Progress electronically ("Your E-Bill"), over the Internet.
2. Procedures - The City of Progress will provide to you your E-Bill in the following manner:  
the City of Progress will send you an e-mail notification alerting you that your bill is ready for review at the City of Progress' website (the "Site"). PLEASE NOTE: if you do not receive a bill notification e-mail, you are still required to make your payment on or by your scheduled due date. You may visit the Site, login to Customer Account Access, and view your bill to review its contents. Following the instructions appearing at the Site, you may pay your bill by either electronic check or credit card.  
the City of Progress reserves the right to change the system procedures applicable to its E-Bill service from time to time.
3. Your First On-line Statement - If enrolling 20 or less days before your scheduled due date, your next statement may be in paper format. Every statement forward will be in electronic format.
4. Other Payment Terms - All other terms relating to your use of and payment for utility services, including without limitation payment amounts and obligations, late fees, and the City of Progress' remedies for nonpayment will remain in effect and are unchanged by this agreement. Payments will be posted to your account within 1 business day.
5. Accessing the Site - To successfully send, receive, and retain the information and disclosures related to this E-Bill Enrollment Form you will need the following requirements ongoing:

A 32-bit operating system (Windows 95, Windows 98, or Windows NT)  
An Internet Browser (Internet Explorer 4.0 or higher or Netscape Navigator 4.0 or higher)  
Minimum 28.8KB connectivity to the Internet.  
Preferred screen resolution setting is 800 by 600 pixels  
Minimum of 40 bit encryption

To retain a copy of the completed E-Bill Enrollment Form you must have a printer and browser with print-screen capability.

Netscape Navigator is a registered trademark of Netscape Communications Corporation in the United States and other countries.

6. Confirmation - By clicking the "I Agree" button below, I am affirmatively stating that I am currently accessing this Website with a computer system, ISP connection, browser and printer necessary for me to send, receive and retain the above disclosures and information.  
By clicking the "I Agree" button below, I am also consenting to receive the information and disclosures related to the E-Bill Enrollment Form electronically. My consent is limited to the information and disclosures related to this E-Bill Enrollment Form only and none other. I can withdraw my consent at any time during the enrollment process BEFORE clicking on the "I Agree" button by clicking on the "Back" button. Unfortunately, your E-Bill Enrollment Form cannot be processed electronically if you withdraw your consent.

[Click here for a printer-friendly version of these Terms & Conditions.](#) Adobe Acrobat Reader is required to view this document. [Get Adobe Acrobat Reader!](#)

Last 4 digits of your SSN:

After entering in their last 4 digits of their SSN and indicating that they agree to the EULA terms they will be taken back to their profile with a message indicating that they will receive an email once their registration request has been processed in **asyst**.

Account # 0001-01 has been added to your user profile, but will not show up on your Account List until it has been verified. An email will be sent to you when the account has been verified.

## Your Accounts...

Account #	Description	Balance	View	Remove
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Once the city confirms the registration the customer will receive an automated email indicating that their registration was processed:

:

Hello,

City of Philip has added account number (insert) to your user profile. You can now view bills for this account online and you will receive an email notification when a new bill is posted to the web site. You may go to <https://www.philipsd.us> to view this account.

Thank you,

City of Philip eCommerce System

At which point they can go back to their profile and view their bill if any has been uploaded:

The screenshot displays a web interface titled "Your Accounts...". It features a table with the following columns: Account #, Description, Balance, View, and Remove. A single row is visible with the account number "0001-01", description "Utility Bill", and balance "\$111.35". The "View" column contains a magnifying glass icon, and the "Remove" column contains an "X" icon. Below the table is a button labeled "Add an Account". At the bottom of the interface are three buttons: "Main Menu", "Update Profile", and "Log Out".

Account #	Description	Balance	View	Remove
0001-01	Utility Bill	\$111.35		

[Add an Account](#)

[Main Menu](#)      [Update Profile](#)      [Log Out](#)