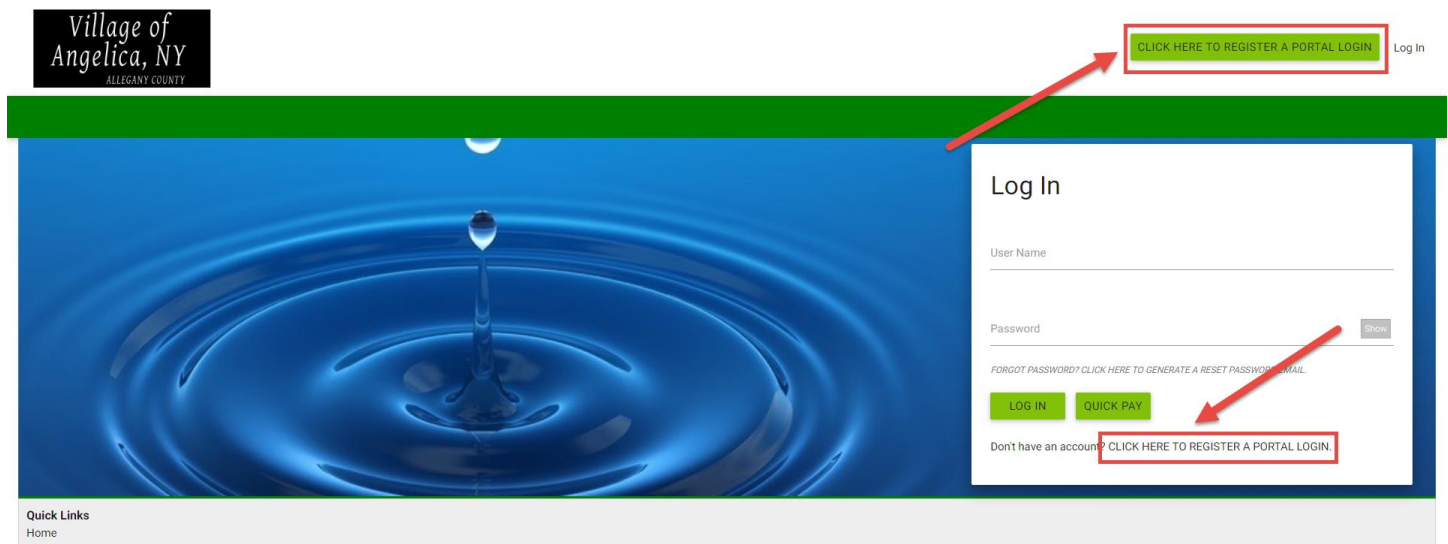


How to set up your Village of Angelica payment portal account

Go to <https://angelicany.epayub.com> in a web browser.

Click on the **CLICK HERE TO REGISTER A PORTAL LOGIN** button in the top right or click the **CLICK HERE TO REGISTER A PORTAL LOGIN** link at the bottom of the Log In box to initiate the Registration Wizard.



The account registration wizard is a 4 step process.

Step 1: Account Lookup

Enter your account number as shown on your bill in the Account Number field.

Click the **SEARCH** button.

NOTE: The following will display if the account number entered does not match what is in the utility system:

The information provided does not match what we have on file.

If you receive this message contact the **Village of Angelica** for assistance.

Once the correct information has been entered you will continue to the next step.

Step 2: Verify Account

Search Account **Verify Account** Register User Info Complete

Step 2: Verify Account

Service Addresses associated with Account Number

Customer Name:
Service Address:

YES, THIS IS MY ACCOUNT **I DON'T SEE MY ACCOUNT**

The Customer Name and Service address associated with the account number entered will display. If the information displayed is correct click the **YES, THIS IS MY ACCOUNT** button. If it is not correct click the **I DON'T SEE MY ACCOUNT** button to go back to Step 1.

Step 3: Create User

Search Account Verify Account **Register User Info** Complete

Step 3: Create User

* User Name _____ * Email Address _____

* Password _____ * Confirm Password _____

CLICK HERE TO REGISTER A PORTAL LOGIN

Continue registration by filling in the 4 fields. See the example below.

Search Account Verify Account **Register User Info** Complete

Step 3: Create User

* User Name _____ * Email Address _____
exampleuser exampleuser@test.com

* Password _____ * Confirm Password _____
....

CLICK HERE TO REGISTER A PORTAL LOGIN

Click the **CLICK HERE TO REGISTER A PORTAL LOGIN** button to complete the registration.

Step 4: Registration Complete

[Search Account](#) [Verify Account](#) [Register User Info](#) [Complete](#)

Step 4: Registration Complete

User Name: exampleuser
User Email: exampleuser@test.com

[Log In](#)

The registered User Name and User Email associated with the account will display.

Click the [Log In](#) link in the bottom right of the box to go back to the portal Log In screen and log in to the account.