




## HOW TO: CREATE AN ONLINE ACCOUNT

**First Step:** You will need a security code. You can locate your security code on half of the page on the right-hand side of your utility bill as shown:

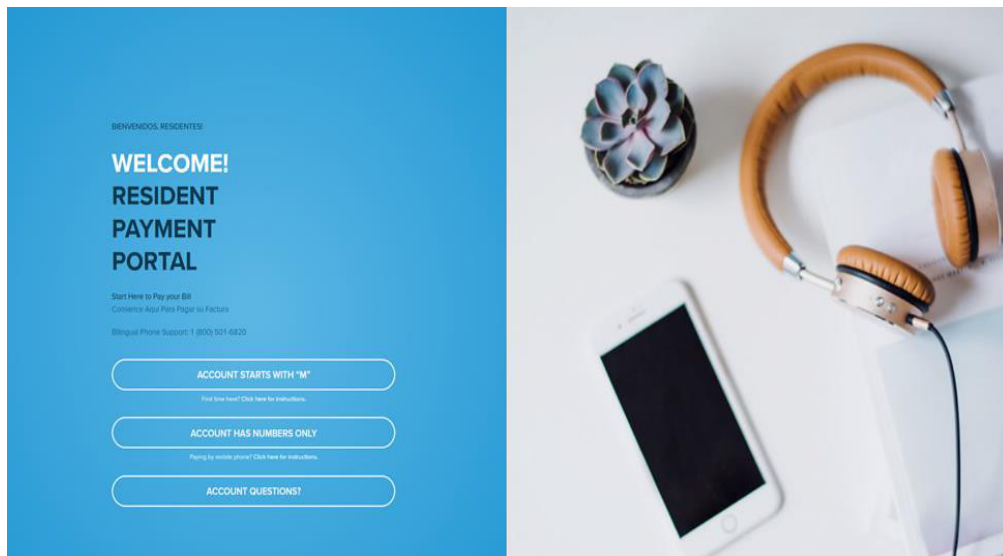
Note: Your security code will have numbers and upper-case letters incorporated.

Example: 

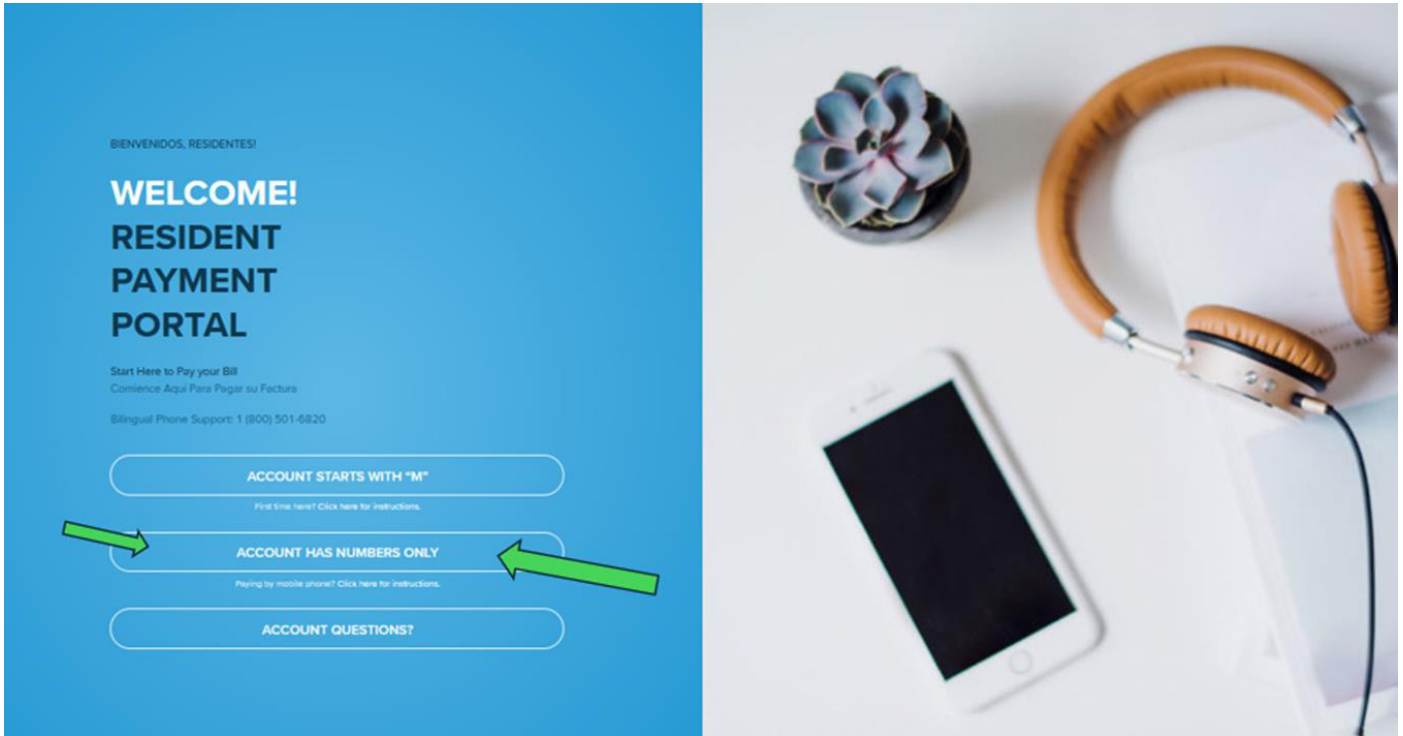
REGULAR BILL	
Billing Period 02/01/18 - 02/28/18 = 28 Days	
SECURITY CODE	STATEMENT DATE
1701792KXYB5LG	04/15/18

**Second Step:** Go onto our page ---- [ANCHORPAYNOW.COM](http://ANCHORPAYNOW.COM)

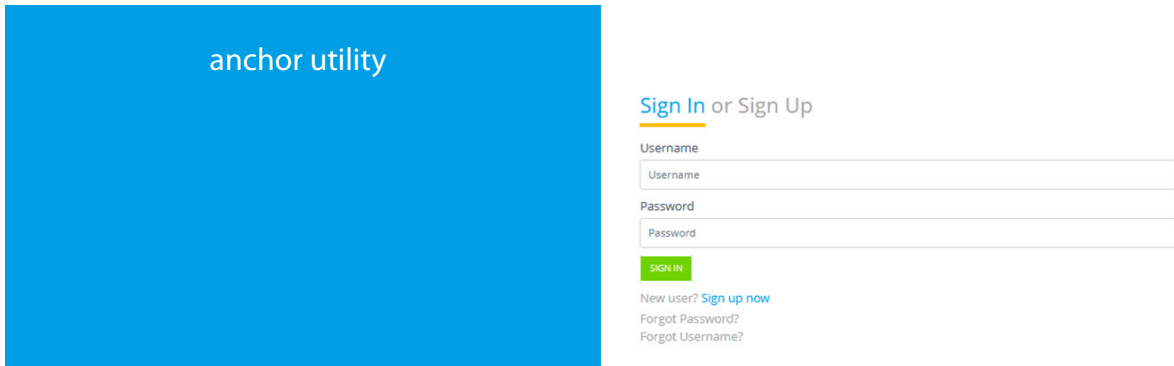
The page should look like this:



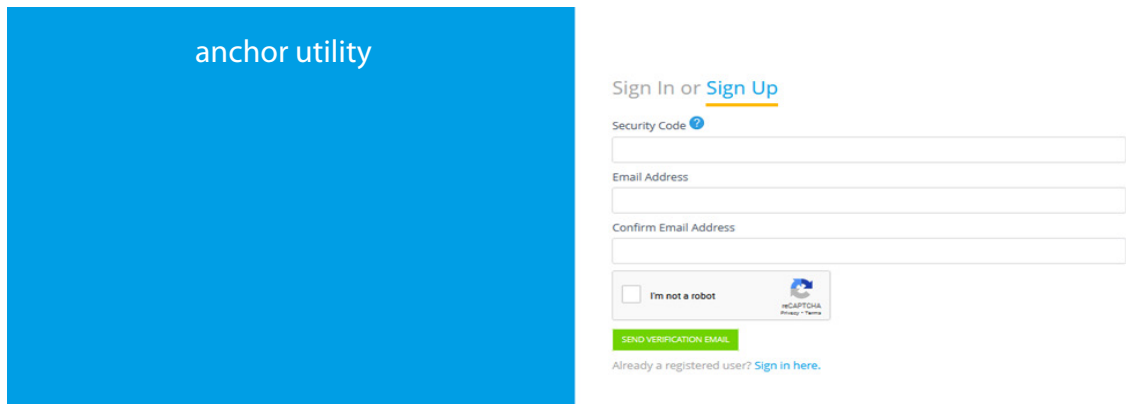
**Third Step:** Click on “ACCOUNT HAS NUMBERS ONLY”:



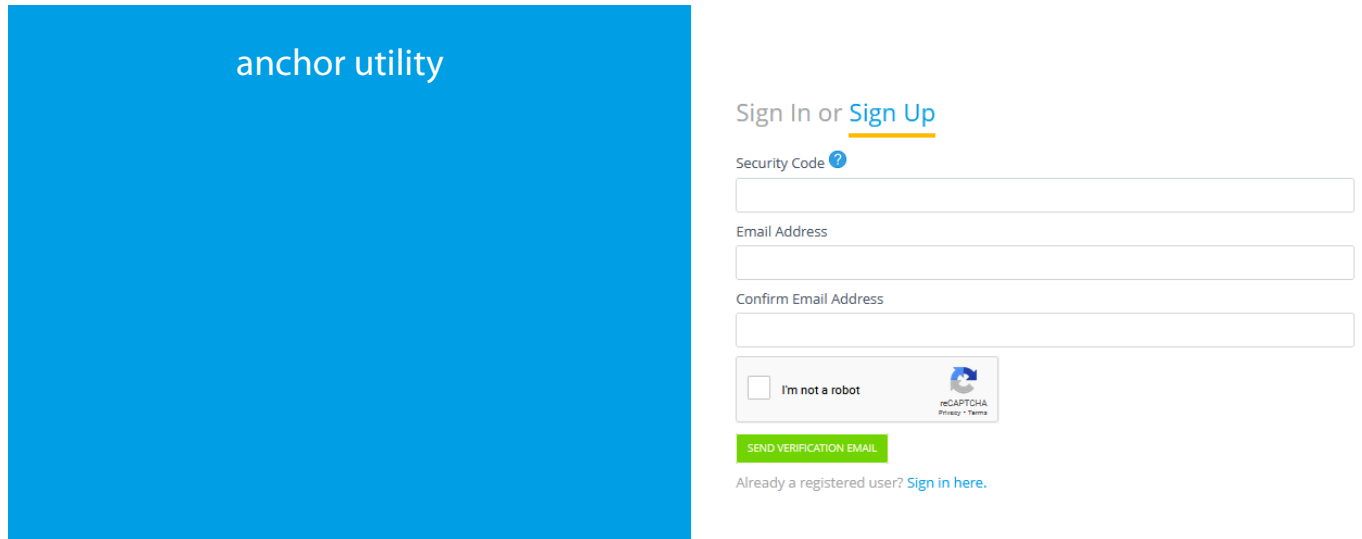
**Fourth Step:** The page should look like this:



**Fifth Step:** As shown above, click on “Sign Up”. After clicking “Sign Up”, you will be asked to put in your security code and email as shown below:



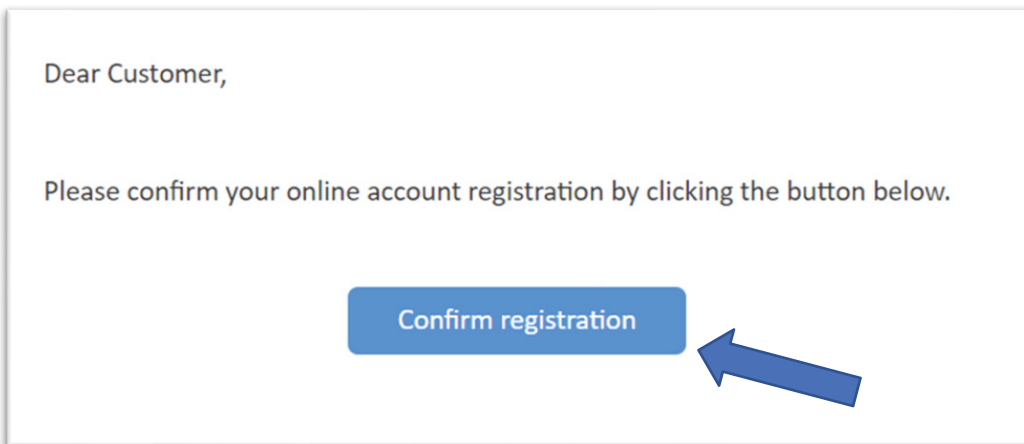
**Sixth Step:** Type in your security code and after doing so, type in your email and select the box next to “I’m not a robot”. Then select “send verification code.”



The screenshot shows a blue header with the text "anchor utility". Below the header is a sign-up form titled "Sign In or Sign Up". The form includes a "Security Code" field with a help icon, an "Email Address" field, and a "Confirm Email Address" field. Below the fields is a checkbox labeled "I'm not a robot" with a reCAPTCHA logo and "Privacy" and "Terms" links. A green button labeled "SEND VERIFICATION EMAIL" is positioned below the checkbox. At the bottom of the form, there is a link: "Already a registered user? Sign in here."

**Seventh Step:** After clicking “send verification code”, a verification email will be sent to your personal email.

**Eighth Step:** Click on the link that appears on your email and you’ll be directed right back to our page where you can log in and set up a password:



**Ninth Step:** LOG IN and you have made an online account successfully!