

# Instructions for First Time Users

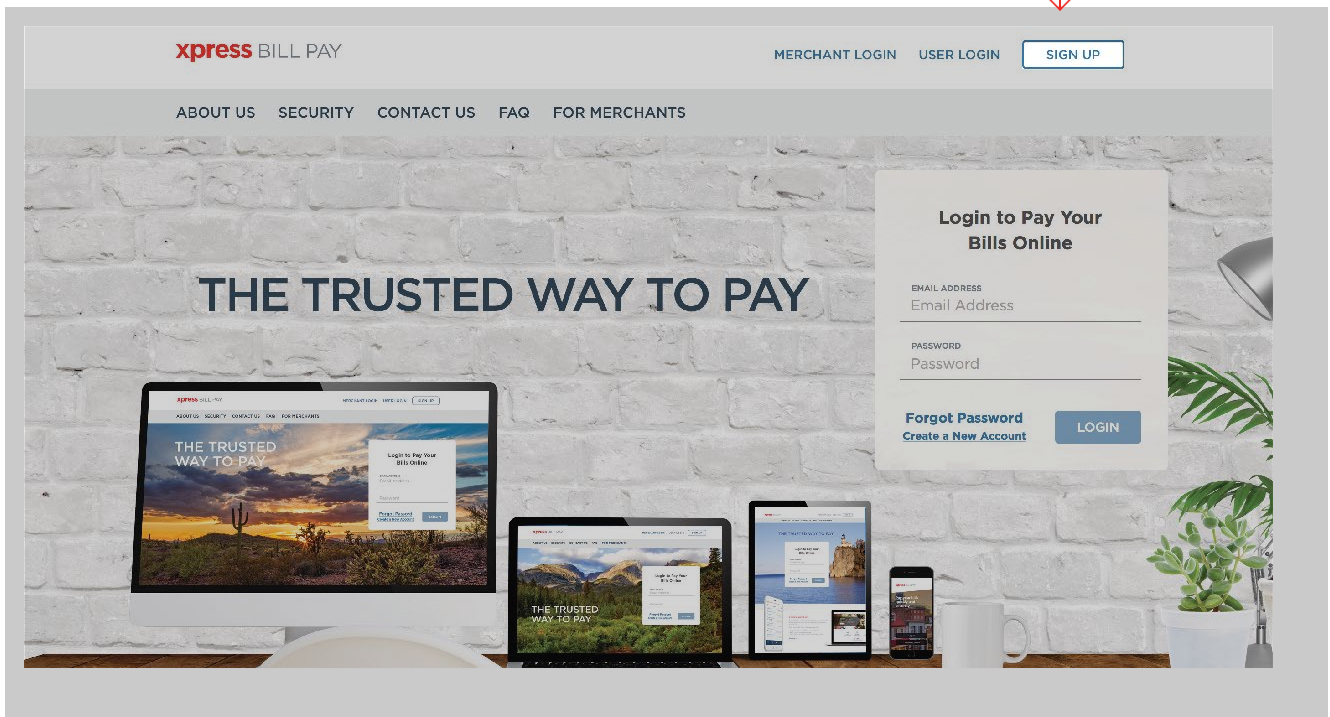
## STEP 1: Go to [www.xpressbillpay.com](http://www.xpressbillpay.com)

You probably arrived here via a link from your billing organization’s website. Perhaps you are here because you received a mailer with your bill informing you that this new service is available to facilitate the payment of a bill online.

Whatever the reason, this instruction set is designed to help you create a secure login, link a bill for display each time you login, and walk you through the payment pro-

cess. Other features are available, including auto pay, bill history, payment history, etc. These additional features are covered in other documents.

Let’s begin by selecting the “SIGN UP” button at the top of the screen on our main Home Page. You will be presented with the following screen.

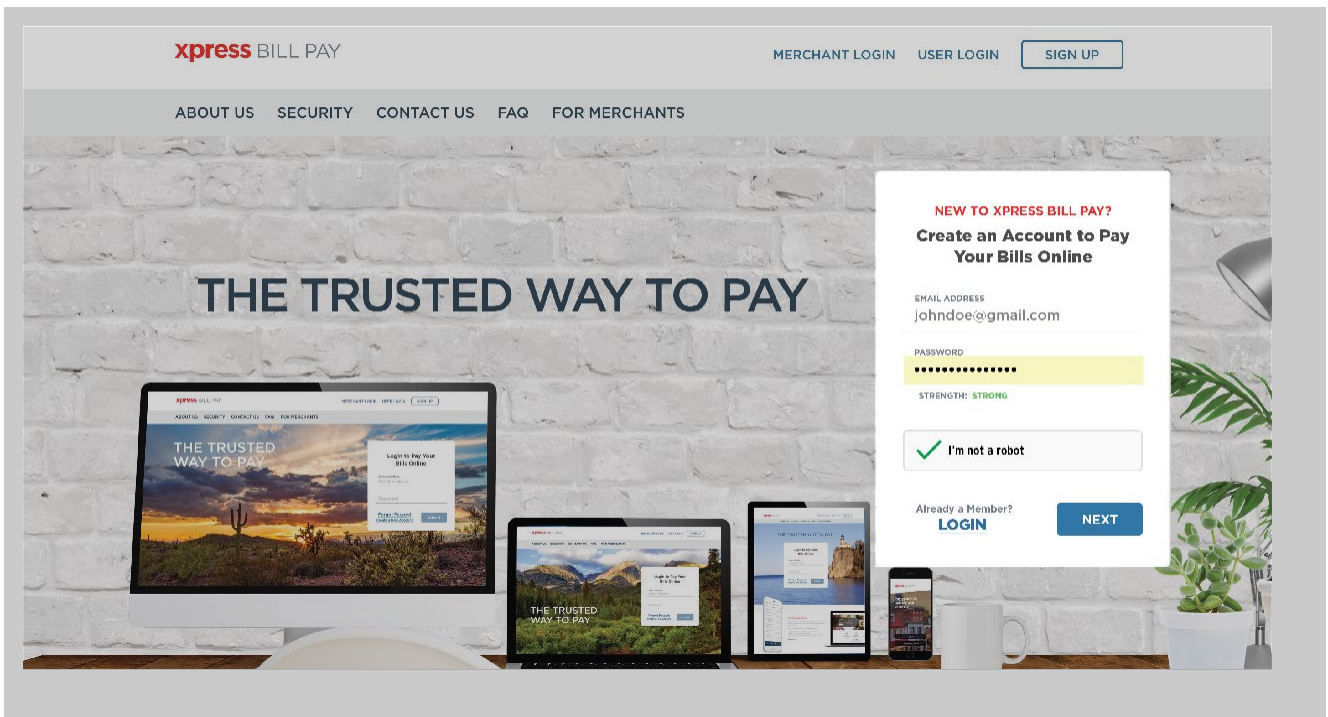


CONTINUE TO STEP 2



## STEP 2: Set Up New Account Information

Fill in the **email address** and **password** fields, click in the box **“I’m not a robot”** and follow the instructions as prompted. Select **“NEXT”** to continue.



Fill in the form with all of the required information. Read the terms and conditions and the privacy policy. Select the box indicating that you have read and agree to the terms and conditions and privacy policy. When completed select **“NEXT.”**

**ACCOUNT TYPE**

Personal ▼

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**FIRST NAME** **LAST NAME**

John Doe

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**PHONE** **ADDRESS**

(123) 456-7891 123 Any Street

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**CITY** **STATE/PROVINCE**

Anytown Arizona ▼

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**ZIP/POSTAL CODE**

85253

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**Terms and Conditions:**

Please read the Terms & Conditions and Privacy Policy. They contain important information concerning the privacy and security of your information. You must agree to the Terms & Conditions and Privacy Policy to continue.

I have read and agree to the Terms & Conditions and Privacy Policy

**NEXT**

## STEP 3: Secure Verification

You will receive a message that you need to **verify your email address**. Please log in to your email account and open the email "Verify email address for Xpress Bill Pay" from no-reply@xpressbillpay.com.

### JUST ONE MORE STEP...

Please verify your email address so you can sign in if you ever forget your password. We've sent a confirmation email to:

john.doe@email.com

If you have not received it, you can [resend the confirmation email](#).



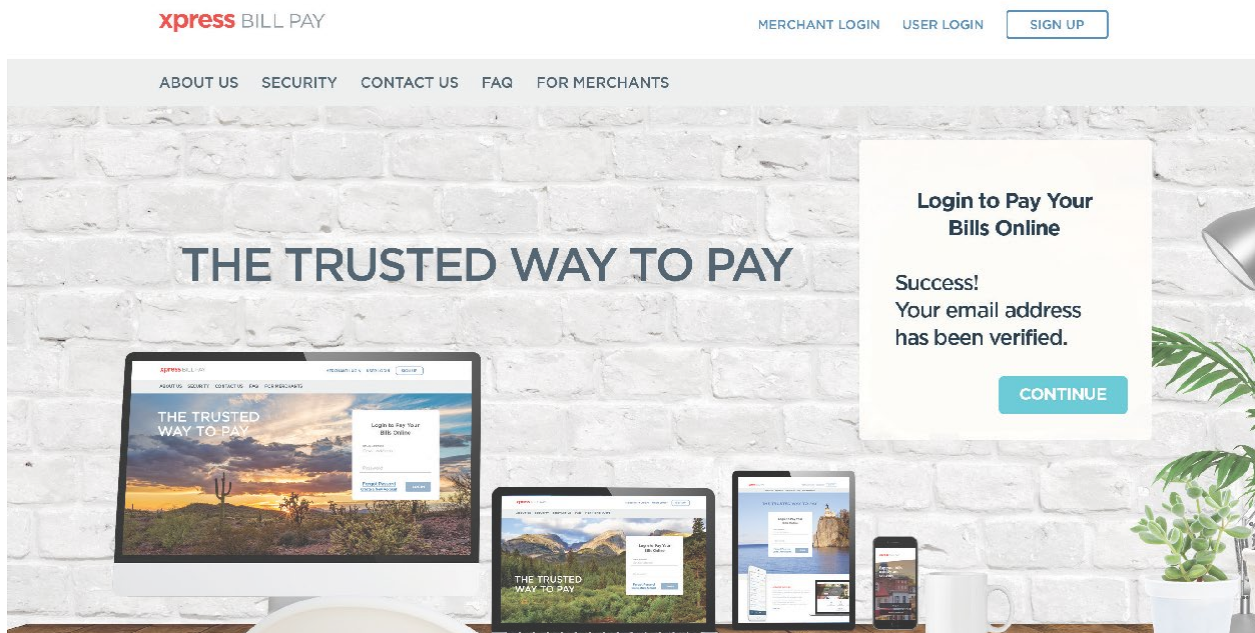
# xpress BILL PAY

In the email, click the "Verify Email" option.

### Verify Email Address

If you registered for an Xpress Bill Pay account using your email address of **john.doe@email.com**, continue below to enable your account. If you did not register for an account, please disregard this email.

[Verify Email](#)



You will automatically be redirected to the screen below where you can click "CONTINUE" to log in.