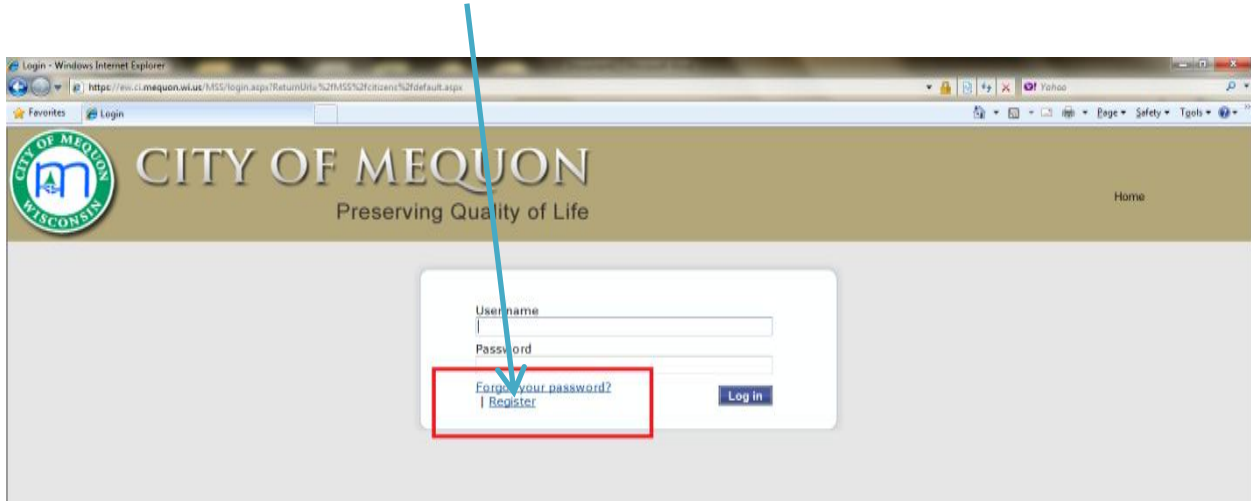


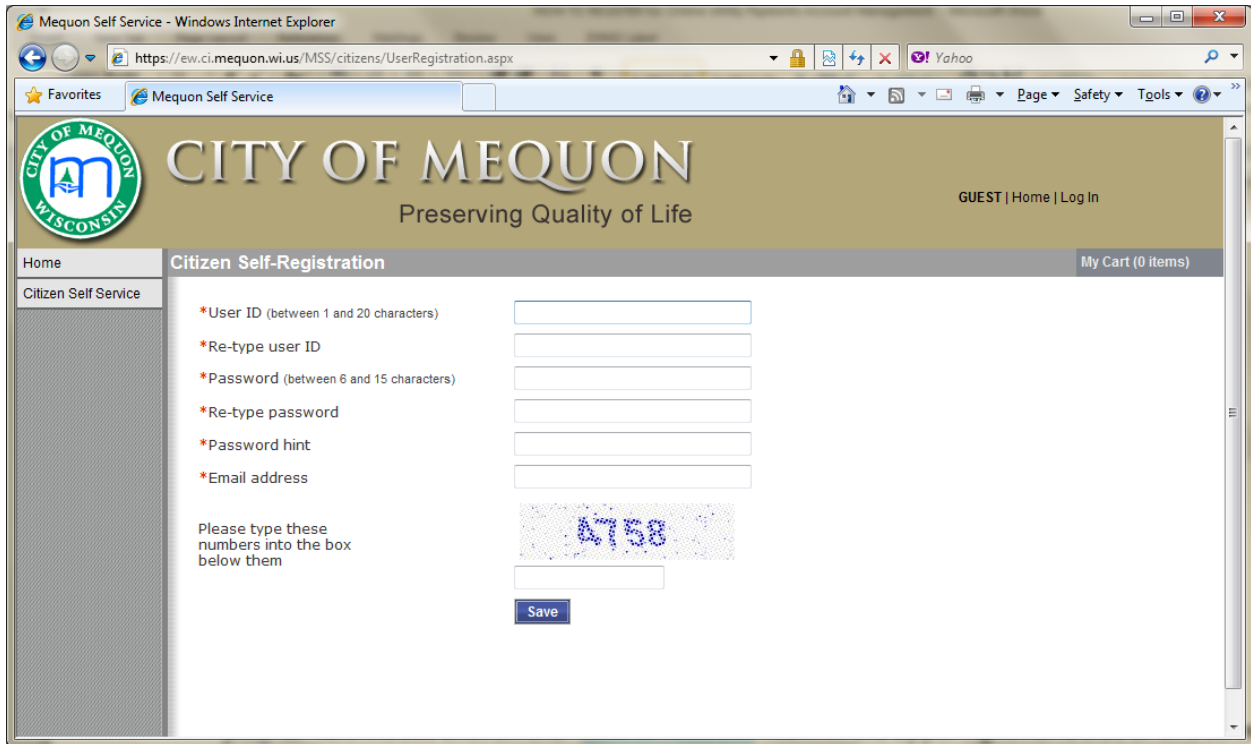
# Create Online Account Login

On the Citizen Self service Login to Account screen:

Step 1: Click on the “[Register](#)” link item in the lower center under the Password field.



Step 2: enter (and remember) your registration information following the guidelines on the screen. If there is a problem, you will be prompted. If prompted, please just read the prompt and correct what item(s) suggested. When ready, make sure all fields are filled in, then click on the [Save](#) button the lower center of the screen.

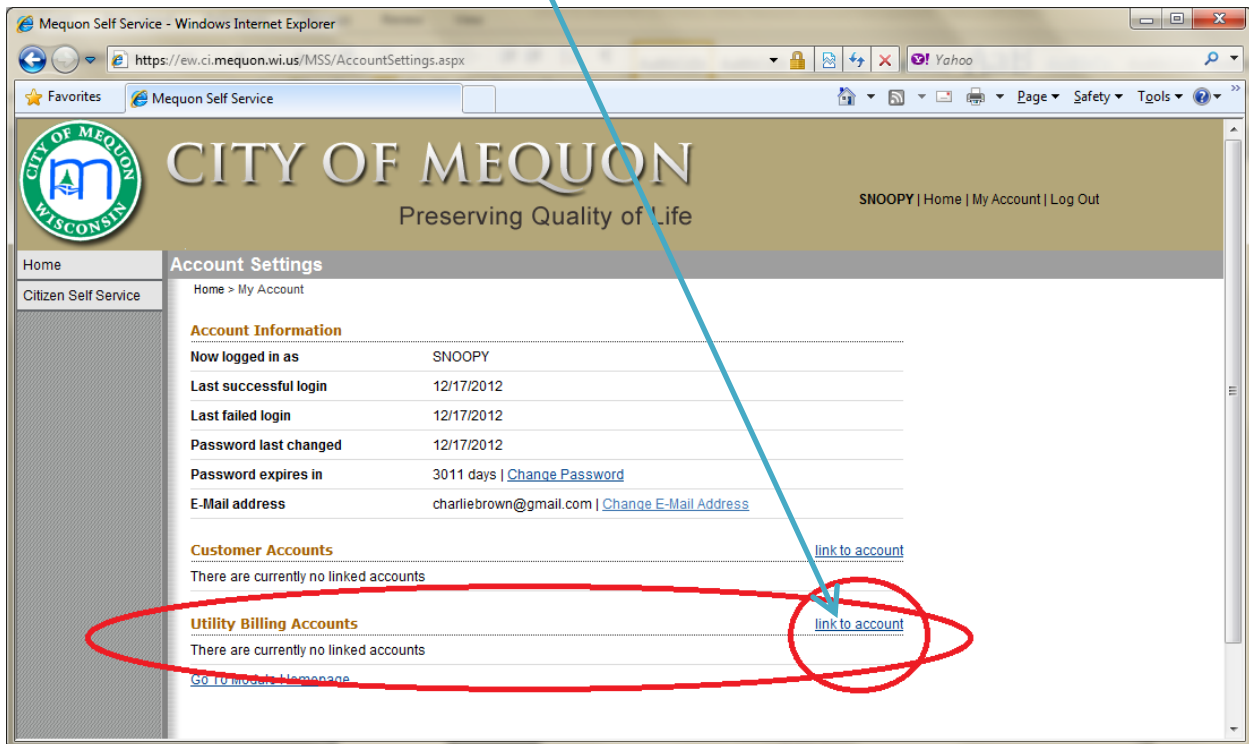


The following screen will appear if you correctly registered above.

## Link to Account(s)

**Step 1:** click on the “[Link to Account](#)” item in the Utility Billing Account area of this screen.

(Please note: ONLY use the Utility Billing Accounts “link to account” the Customer Accounts area is not used at this time.)

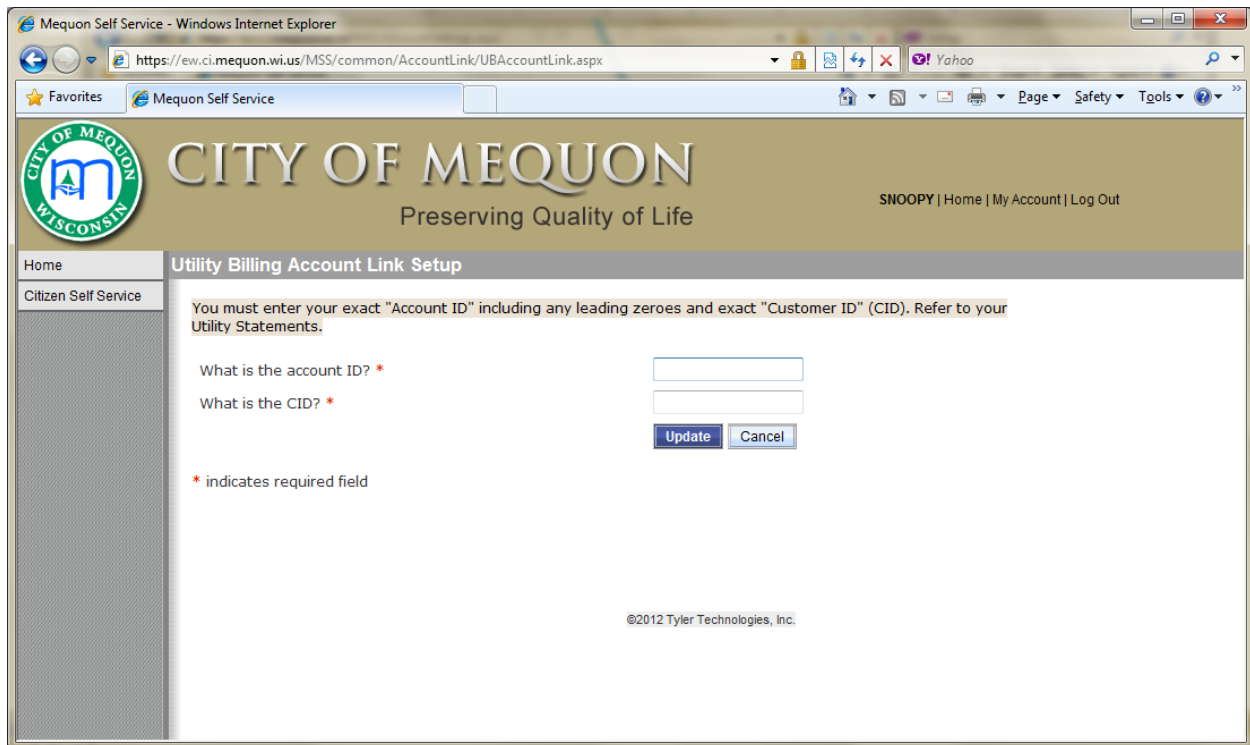


*All the information you need to link your account(s) is located on your Utility Bill.*

**Step 2:** Please enter your “exact” Utility Account ID in the first box (including any leading zeroes).

**Step 3:** Please enter your “exact” Customer ID (CID) in the second box.

**Step 4:** click on the **[UPDATE]** button to save.



The screenshot shows a web browser window titled "Mequon Self Service - Windows Internet Explorer". The address bar displays the URL: <https://ew.ci.mequon.wi.us/MSS/common/AccountLink/UBAccountLink.aspx>. The page header features the City of Mequon logo and the text "CITY OF MEQUON Preserving Quality of Life". Navigation links include "SNOOPY | Home | My Account | Log Out". The main content area is titled "Utility Billing Account Link Setup" and contains the following text: "You must enter your exact 'Account ID' including any leading zeroes and exact 'Customer ID' (CID). Refer to your Utility Statements." Below this text are two input fields: "What is the account ID? \*" and "What is the CID? \*". To the right of these fields are "Update" and "Cancel" buttons. A note at the bottom left states "\* indicates required field". The footer of the page reads "©2012 Tyler Technologies, Inc."

## Finished Registering

You have completed registering your User Name / Password and linked one Utility Account.

If you have *more than one* Utility Account you want to manage with this one Online Account, simply use the [“Link to Account”](#) link in the Utility Billing Account area or My Account area, and repeat linking for as many accounts you wish to manage.