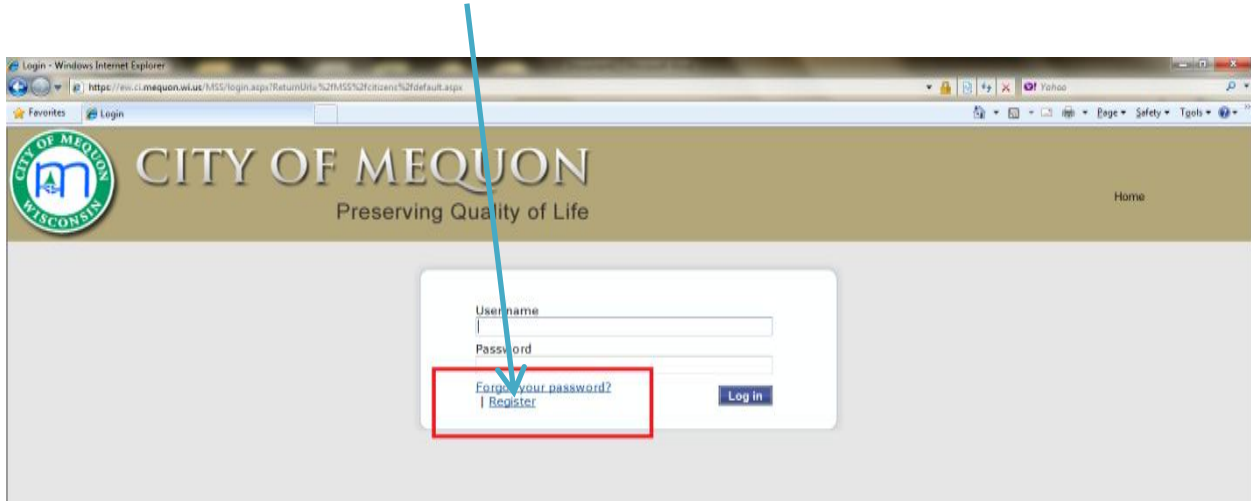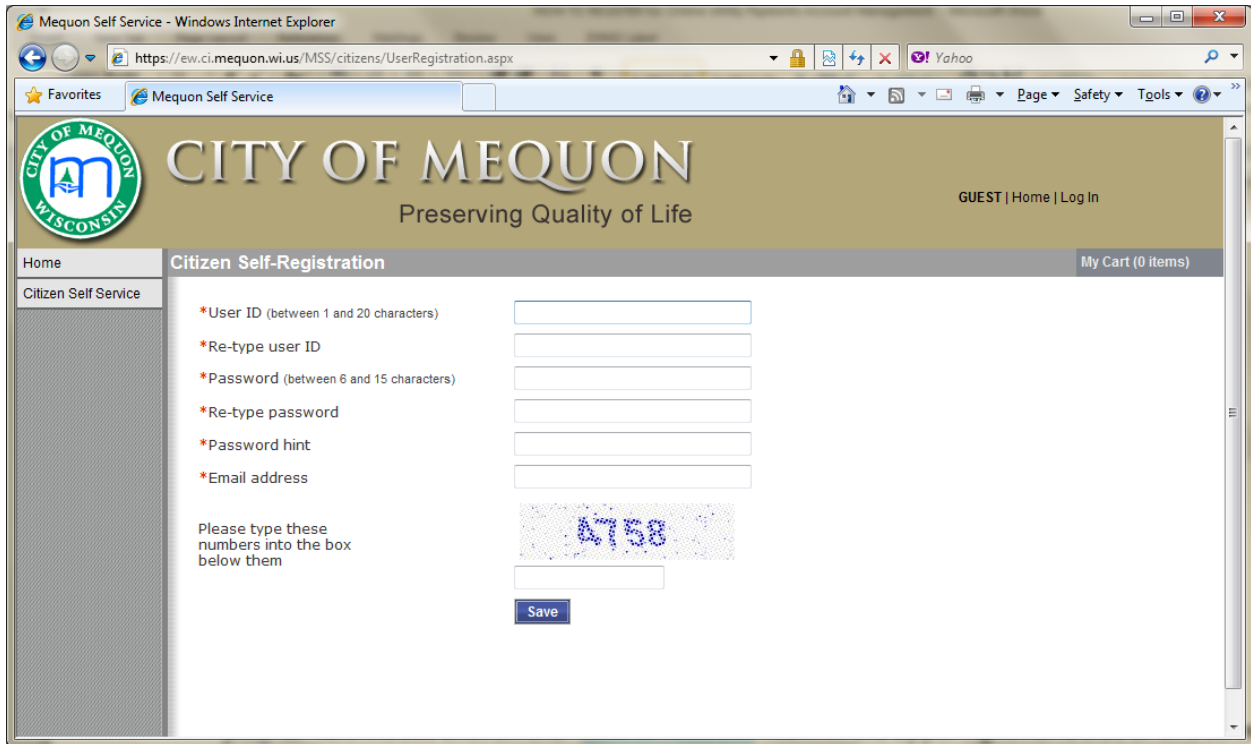# Create Online Account Login

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.
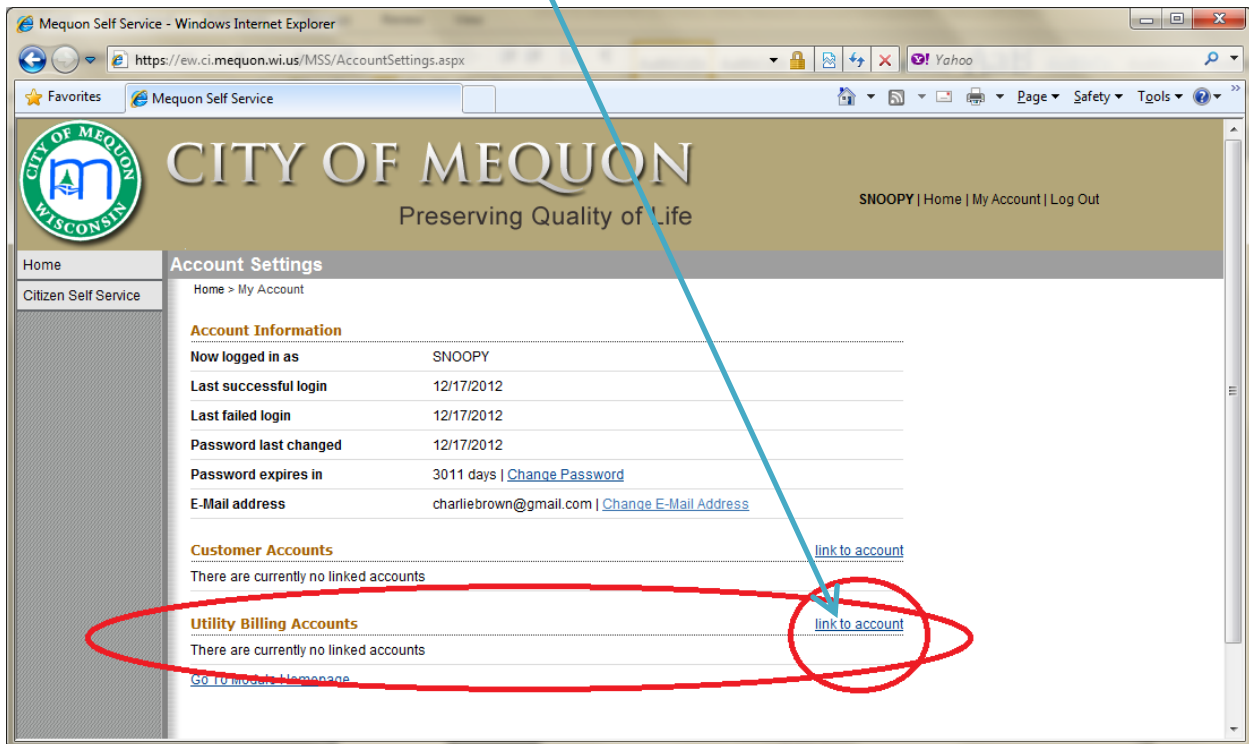
The following screen will appear if you correctly registered above.

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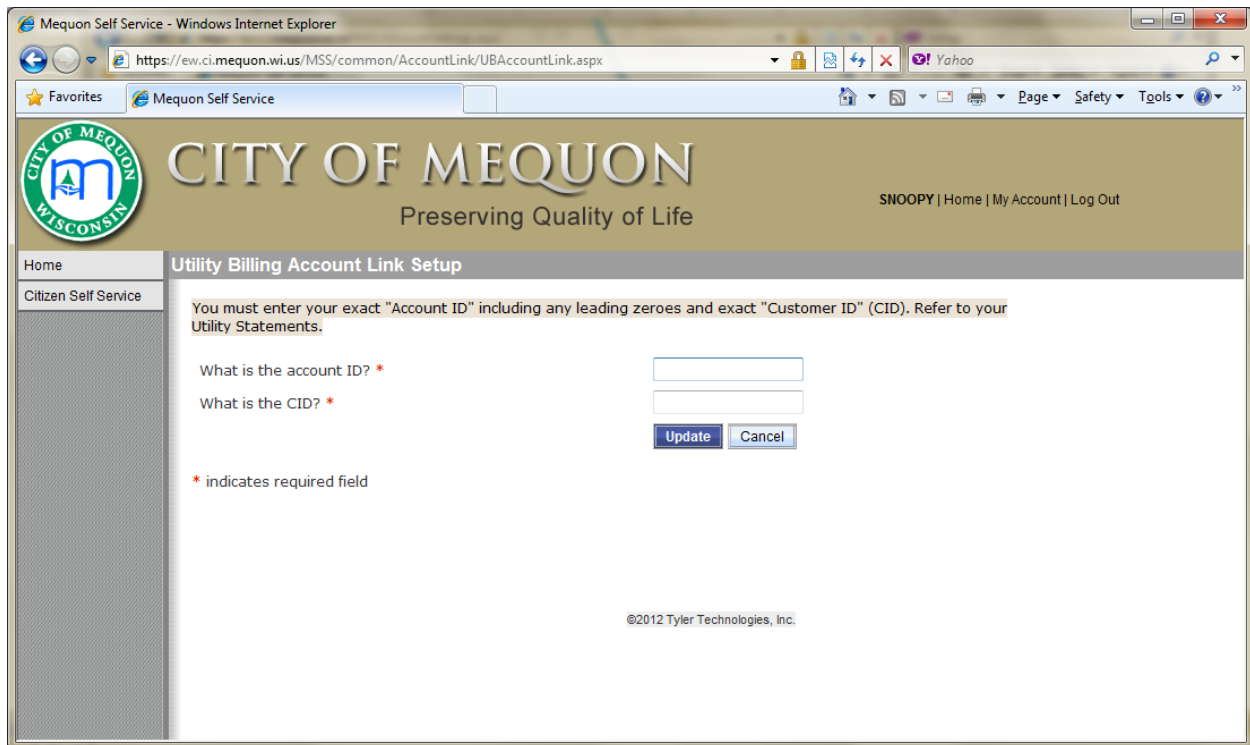
All the information you need to link your account(s) is located on your Utility Bill.

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.

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.