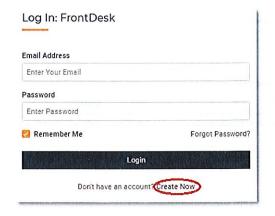
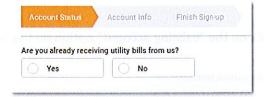
Step-by-Step Instructions to Create a FrontDesk Account

• Click Create Now below the login button to begin your account creation.

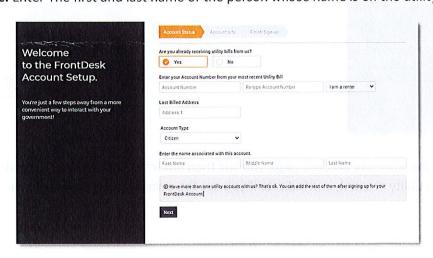


• Are you a current Utility customer receiving bills? If so, select Yes. If not, select No.



If the answer is no, you will proceed to the next screen where you can enter contact information including Phone Number, Account Type, Name, Email Address, and set a password.

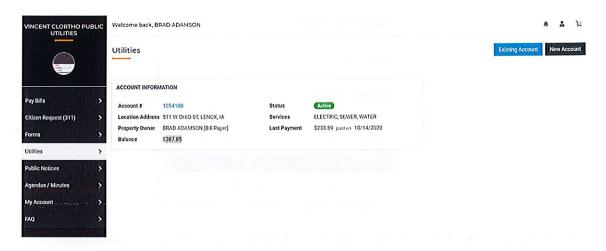
- If you are a current Utility Customer, you must then provide additional information for your utility account:
 - a. Account Number. Also select whether you are a renter or own the property. If you have multiple accounts, you only need to enter one here and the additional accounts can be added later.
 - b. Last billed address. This is the address associated with the Utility Account.
 - c. Name. Enter The first and last name of the person whose name is on the utility account.



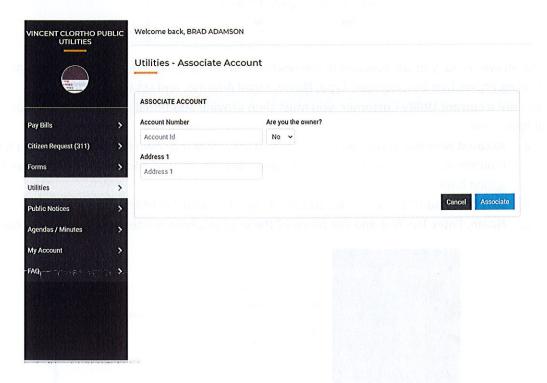
Your Account is now created!

Associating Multiple accounts

Click on the utilities tab on the left menu bar to begin associating additional accounts



Then proceed to click on the "existing account" option on the top left(shown above)



• On the associate account page, you will then enter the utility account number, the address for that utility account, and indicate if you are the owner by selecting the drop-down.