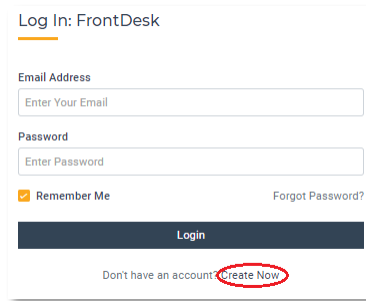
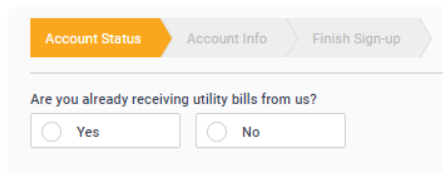


Step-by-Step Instructions to Create a FrontDesk Account

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

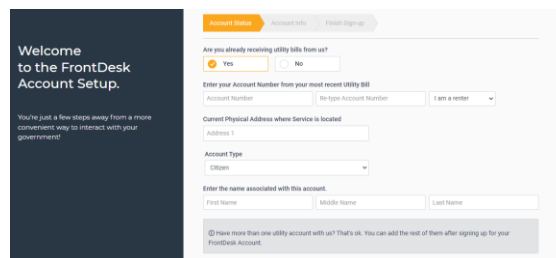


Are you a current Utility customer receiving bills? If so, select **Yes**. If not, select **No**.



If the answer is no, you will proceed to the next screen where you can enter contact information including Phone Number, Account Type (Citizen or Business), Name, Email Address, and set a password. If you are a business, you will be asked for the business name and Federal ID.

2. 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. Current Physical Address Where Service is Located. This is the Physical Address associated with the Utility Account.
 - c. Account Type. If you are a business, you will be asked for the business name and Federal ID.
 - d. Name. Enter your first and last name. Middle name is optional.



Your Account is now created!