

NEW USERS – REGISTERING YOUR ACCOUNT FOR THE FIRST TIME

Registering your account:

- 1). Enter the entire name exactly as it appears on your billing statement, NOT JUST YOUR LAST NAME. In this example: JOHN & JANE DOE (use all CAPS, and the & symbol.)
- 2). Enter your Street number, do not include the street information.
- 3). Enter your account number exactly as it appears on your billing statement, including all of the zeros and the dash in between.
- 4). Enter your email address, one you will remember. Confirm the email address in the box below.
- 5). Create a password using the instructions provided and confirm your chosen password in the box below.

HINT: Choose a password you can easily remember, most bills are quarterly, so you will only use this password 4 times a year.

The screenshot shows the 'New Users' registration page for WMWA WSA. The page includes a navigation menu with 'Home', 'Make Payment', 'New Users', 'Forgot Password', and 'Contact Us'. The 'New Users' section contains a registration form with the following fields and annotations:

- Last Name or Business Name:** The input field contains 'JOHN & JANE DOE'. A red arrow points from this field to a sample utility bill header that reads 'JOHN & JANE DOE, 123 MAIN STREET, WILLIAMSPORT, PA 17701'.
- House/Building Number:** The input field contains '123'. A red arrow points from this field to the same sample utility bill header.
- Utility Account Number:** The input field contains '007555-000'. A red arrow points from this field to a 'CUSTOMER NUMBER' box on the right that contains '007555-000'.
- Registration Section:** Contains fields for 'E-Mail Address', 'Password', 'Confirm E-Mail Address', and 'Confirm Password'. A red bracket on the right side of the page points to the password fields with the text 'Specific Instructions on creating your password.' Below the 'Confirm Password' field, there are instructions: 'Password must be at least 8 characters in length, and include three of the following:' followed by a bulleted list: 'Lowercase Letters', 'Uppercase Letters', 'Numbers', and 'Special Characters (!, @, #, \$, %)'.

At the bottom of the page, there is a 'Register' button and a footer with the following text: 'Contact Us | Terms of Use | Privacy Policy | Copyright © 2018 Springbrook and MerchantTransact. All rights reserved. Powered by Boomerang | Version :