

# Add an Account

Before users can pay their utility bills online, they must register their account in their name. Follow the steps below to add accounts to the Utility Billing Home page.

**TIP** The Online Services site may not use all of the features shown here.

1. [Log in](#) to the account, and click the Utility Billing tab to display the [Utility Billing Home page](#).

Online Payments Demo / Utility Billing

## Utility Billing Home

Accounts Add Account

Account Number	Address	Last Payment	Balance	Pay
040-0240-96 Active	5072 CRAWFORD DR.	(\$5.00) 9/24/2007	View Bill <b>\$370.30</b>	Due 10/15/2007

**Online Services**

- Utility Billing Home
- Manage Accounts
- Sign up to go Paperless

2. Click **Add an Account** to add the user's first account, or **Add Account** if adding additional accounts to the home page, to display the [Add Account page](#).

Online Payments Demo / Utility Billing / Accounts / Add Account

## Add Account

Account Number \*

Please include all dashes. For example: 01-0101-01 Also if this is your first time accessing the website and you haven't made a payment previously then your last payment amount is 0.00

DRIVERS LICENSE # \*

Add Account Cancel

**Online Services**

- Utility Billing Home
- Manage Accounts
- Sign up to go Paperless

**Need Help?**

- Submit Service Request
- Contact Us
- (806) 555-1212

3. Enter the user's **Account Number** and **Drivers License #**. The page may require users to enter additional or different information.
4. Click **Add Account**. The account now displays on the Utility Billing Home page.

## Related Topics

[Log In to the Online Services Website](#)

[Submit a Service Request](#)

[Contact Us](#)

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Need more help? Visit [Tyler University](#), [Tyler Community](#), or contact your [Support Team](#).



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