# Registering a New Customer Account
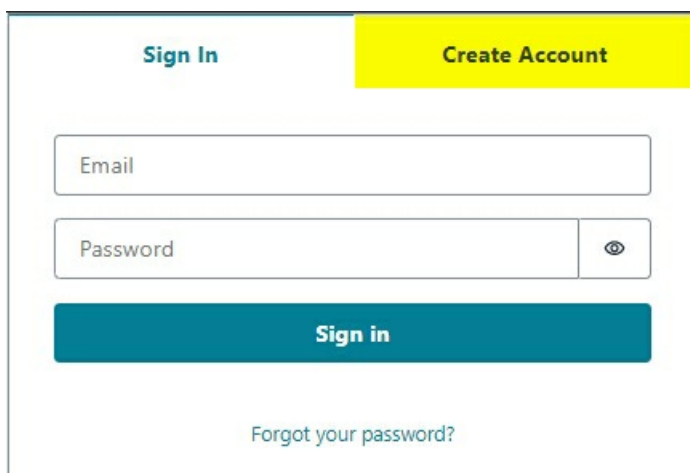
Prior to logging into the payment portal for the first time, register for an account. Once registered, log in to view the following information:

- Tank information

- Contract Information

- Delivery History (1 year's worth)

- Make a Payment

- Place an Order

A link to the payment portal will be provided to begin the registration process. This same link will also allow logging into an existing account.

- Navigate to the provided URL.

- Select the **Create Account** tab.



- Enter an *Email address*, *Customer Number (The account would not be created with a leading zero.),* and *Postal Code* associated with the account and choose a *password* and select **Create Account**.

- Upon successful account creation, a verification code will be sent to the email address used in registering. Enter this verification code and select **Confirm**.



- Balance and budget information is shown at the home screen with options to make a payment, place an order, view tank and/or contract information and delivery history.
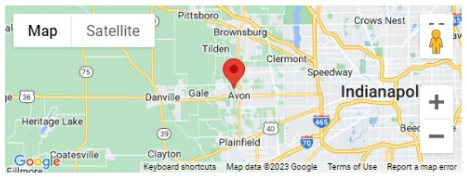
**Note**: Mobile logins will have limited information and options on the home screen. The **Pay** button will remain static to the bottom. The **Print Bill** button, *Map, Tank Serial #*, and **History** button are not available in the mobile layout.