

CUSTOMERS NOT REGISTERED WITH AN ONLINE ACCOUNT

1. CLICK THE “ONLINE PAY” BUTTON ON KPUD’S BILL PAY OPTIONS PAGE



2. ON KPUD ONLINE PAYMENT SCREEN, UNDER REGISTRATION OPTIONS CLICK “CLICK HERE” LINK

A screenshot of the KPUD website's online payment interface. The page has a blue header with the KPUD logo and the tagline "CONNECTING KITSAP". A navigation bar includes links for Home, Make Payment, New Users, Password Reminder, and Contact Us. The main content area is titled "Welcome - Please Log in Below". It features a "Login" section with input fields for "Enter your e-mail address:" (containing "jacother@kpud.org") and "Please enter your password:", a "Remember Me" checkbox, and a "Log In" button. To the right is a "Registration Options" section, which is circled in red. It contains the text: "Registration Options", "Register using your utility bill and e-mail address.", and "If you would like to register using your utility bill [click here](#)." Below this is a "Quick Payment" section with the text: "Quick Payment", "Make a quick payment without registering.", and "If you would like to pay without registering [click here](#)." At the bottom, there is a "Password Reminder" section and a "Need Help?" section with a "contact us" link. The footer contains copyright information and logos for Visa and MasterCard.

3. ON NEXT SCREEN ENTER THAT SAYS NEW USERS, ENTER THE INFORMATION REQUESTED
 - a. LAST NAME OR BUSINESS (AS IT APPEARS ON YOUR KPUD BILL)
 - b. ENTER ACCOUNT NUMBER (AS IT APPEARS ON YOUR KPUD BILL)
 - c. EMAIL ADDRESS
 - d. CREATE PASSWORD

A screenshot of the KPUD website's "New Users" registration page. The page has a blue header with the KPUD logo and the tagline "CONNECTING KITSAP". A navigation bar includes links for Home, Make Payment, New Users, Password Reminder, and Contact Us. The main content area is titled "New Users" and contains the text: "To sign up fill out the information below and click Register." Below this is a form with two main sections. The first section is for utility bill information, with fields for "Last Name or Business Name" and "Utility Account Number:". The second section is for registration details, with fields for "E-Mail Address:", "Password:", "Confirm E-Mail Address:", and "Confirm Password:". Below the "Confirm Password:" field, there is a list of password requirements: "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 form is a "Register" button. The footer contains copyright information and logos for Visa and MasterCard.

4. CLICK REGISTER
5. YOU WILL GET AN EMAIL THAT YOU WILL NEED TO VERIFY BEFORE THE ACCOUNT IS SET UP
6. ONCE COMPLETED, USE YOUR EMAIL & PASSWORD TO LOG IN TO ACCESS YOUR ACCOUNT
7. CLICK GO UNDER ACCOUNT PROFILE

KPUD
CONNECTING KITSAP

Payment Management
[Logout](#)

Dashboard Add Credit My Bill Usage Activity My Profile Contact Us

Dashboard

You are now logged in as : [Redacted]

Customer Address

[Redacted]

Owner Address

[Redacted]

Service Address

[Redacted]

Balance Due	Amount
Total Account Balance	\$0.00*
Current Charges due 4/30/2016	\$62.49

*(balance is current as of today and may include billing, adjustment, and pending payment transactions)

[Make Payment](#)

Make Payment
If you would like to make an electronic payment, please click GO below.

View Your Bill
For complete details regarding your bill, please click GO below.

Usage History
For a complete overview of your usage, please click GO below.

Account Profile
To manage your account information and billing options, please click GO below.

Your Activity
To view the history of your account activity, please click GO below.

Contact Us | Terms of Use
Copyright © 2016 Springbrook and MerchantTransact. All rights reserved. Powered by Boomerang

8. CLICK THE ACCOUNT NUMBER LINK AT BOTTOM OF SCREEN

KPUD
CONNECTING KITSAP

Payment Management
[Logout](#)

Dashboard | Add Credit | My Bill | Usage | Activity | **My Profile** | Contact Us

My Profile

Account Information

If you would like to change your e-mail address or password, click Change below.

Account Information	
Your e-mail address :	<input type="text"/> [Change]
Your Password:	***** [Change]

Your Saved Payment Methods

Below are your payment methods that have been setup. If you would like to remove a saved payment method you may click remove next to the payment method below.

Payment Method	Actions
----------------	---------

[Add a new payment method](#) for your default account

Your accounts

If you would like to change any of the accounts associated with this membership, click the account number below to modify the settings.

Default Set who is your default customer when you log in (if you have multiple accounts set up).
Paper Bill Toggle the ability to receive a paper bill in the mail.
Electronic Bill Toggle the ability to receive an electronic bill via e-mail.
Auto Pay Automatically debit your account when your bill is due. [Tell me more.](#)

Account Number	Default Customer	Paper Bills	Electronic Bills	Auto Pay	Remove Account
025787-000	✓	✓	✗	✗	

[Add more accounts](#) to this membership.

To remove an account from your membership, click the Remove next to the account (default accounts cannot be removed).

Contact Us | Terms of Use
Copyright © 2016 KPUD. All rights reserved. Privacy Policy

9. CLICK THE AUTO-PAY OPTION

The screenshot displays the KPUD website's 'Payment Management' interface. At the top left is the KPUD logo with the tagline 'CONNECTING KITSAP'. To the right, there are links for 'Payment Management' and 'Logout'. A navigation bar contains links for 'Dashboard', 'Add Credit', 'My Bill', 'Usage', 'Activity', 'My Profile', and 'Contact Us'. Below this, a blue header indicates the current path: 'My Profile > Account Settings'. The main content area is titled 'Settings for Account : 020060-000'. It features three sections with radio button options: 'Paper Bill via Post Office' (selected 'Yes'), 'Electronic Bill via E-Mail' (selected 'Yes'), and 'Auto Payment of Bill' (selected 'Yes, I would like to activate auto payment'). The 'Auto Payment of Bill' section is circled in red. A 'Submit' button is located at the bottom of the form. The footer contains links for 'Contact Us' and 'Terms of Use', along with copyright information for 2016 Springbrook and MerchantTransact, and a note that the site is powered by Boomerang.

10. CLICK SUBMIT

11. ON THE NEXT SCREEN ENTER YOUR CARD INFORMATION THAT YOU WOULD LIKE TO ADD FOR AUTO-PAYMENT

12. CLICK THE OPTION, USE THIS PAYMENT INFORMATION TO AUTOMATICALLY DEBIT MY ACCOUNT

13. CLICK ADD PAYMENT METHOD TO THIS CUSTOMER

14. AUTO-PAYMENT WILL BE PROCESSED ON THE DUE DATE OF YOUR BILLING STATEMENT, NO RECEIPT WILL BE SENT TO CUSTOMER