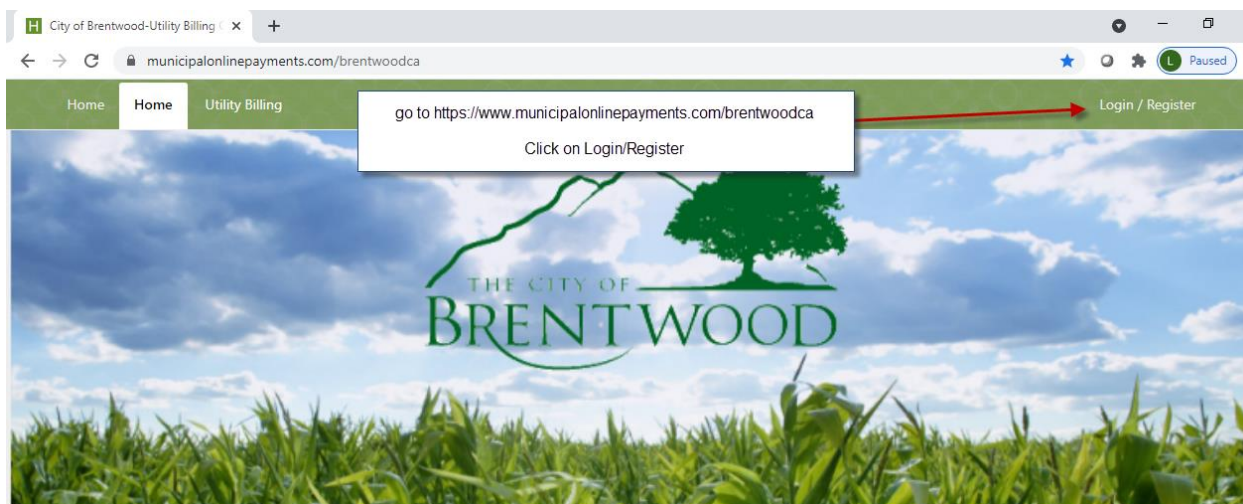
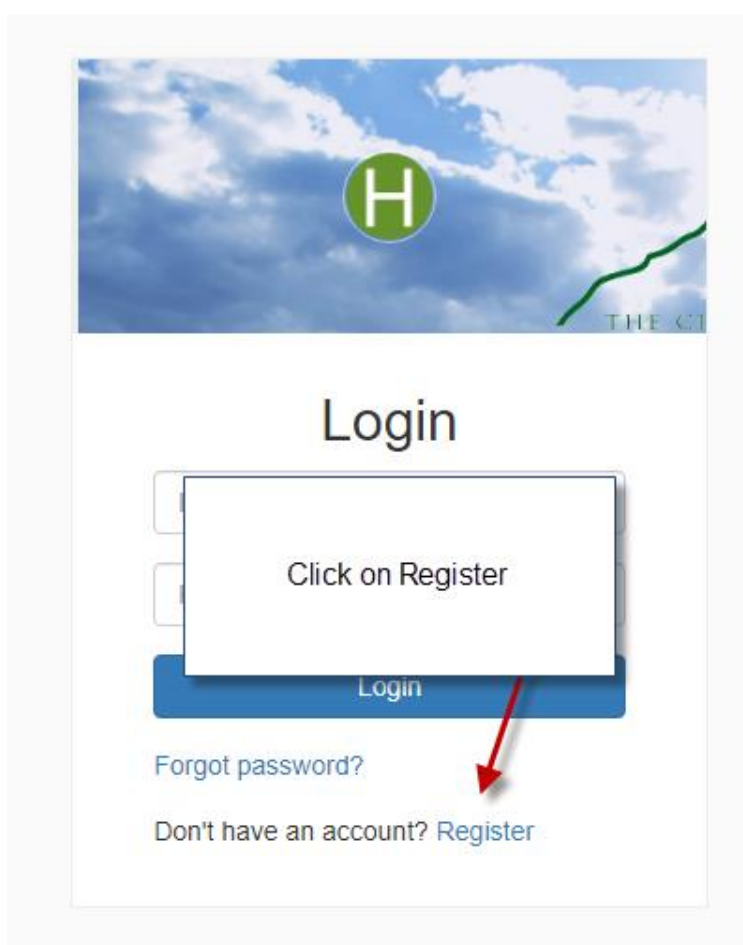


HOW TO REGISTER FOR THE CITY OF BRENTWOOD'S UTILITY BILLING ONLINE PAYMENT SYSTEM

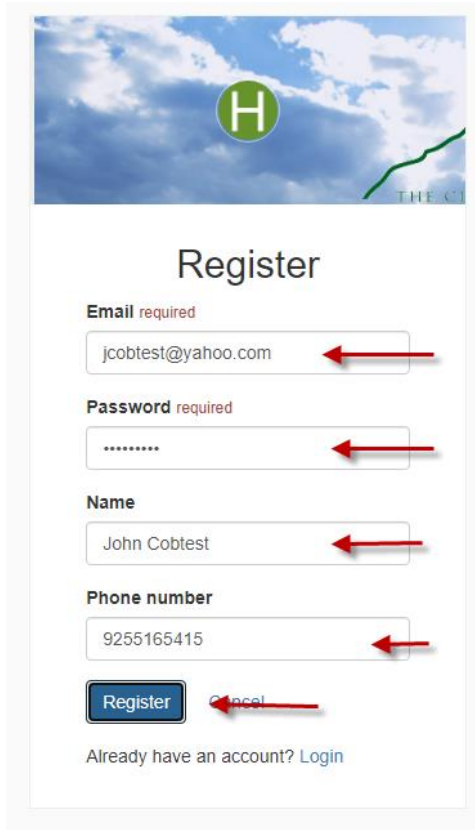
STEP 1. Go to <https://www.municipalonlinepayments.com/brentwoodca>



STEP 2. Click on the "Register" button to set up a new account.



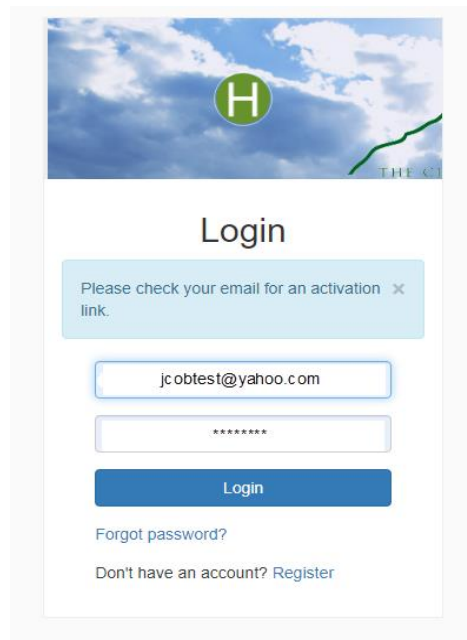
STEP 3. Enter your email address, password, name and phone number. When all the fields have been completed, click the blue “Register” button.



The screenshot shows a registration form titled "Register" with a header image containing a green "H" logo. The form includes the following fields and elements:

- Email required:** A text input field containing "jcobtest@yahoo.com" with a red arrow pointing to it.
- Password required:** A text input field containing "*****" with a red arrow pointing to it.
- Name:** A text input field containing "John Cobtest" with a red arrow pointing to it.
- Phone number:** A text input field containing "9255165415" with a red arrow pointing to it.
- Buttons:** A blue "Register" button and a grey "Cancel" button, both with red arrows pointing to them.
- Footer:** A link that says "Already have an account? Login".

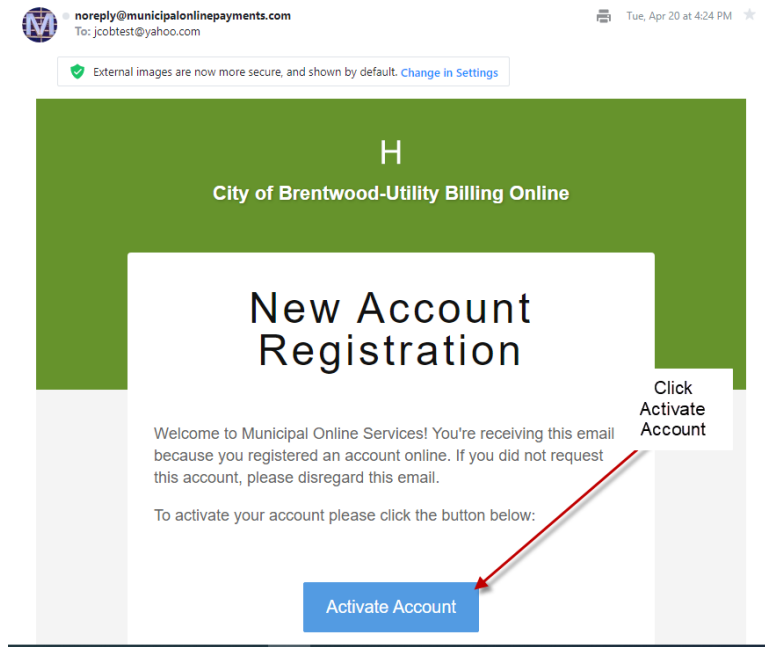
Step 4. After checking the blue “Register” button you will be taken to the screen below. **Do not click** on the “Login”, “Forgot Password” or “Register” buttons. Go straight to your email address you are registering for and check for an email from noreply@municipalonlinepayments.com. If you do not see this in your email please check your spam blocker or junk mail.



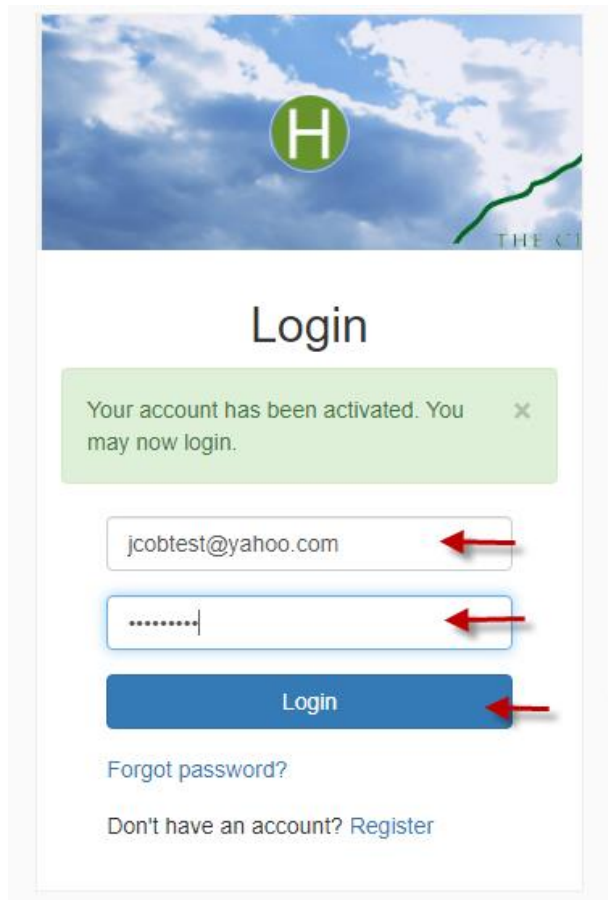
The screenshot shows a login form titled "Login" with the same header image as the registration form. The form includes the following elements:

- Message:** A light blue box with the text "Please check your email for an activation link." and a close icon (X).
- Email:** A text input field containing "jcobtest@yahoo.com".
- Password:** A text input field containing "*****".
- Buttons:** A blue "Login" button.
- Footer:** Two links: "Forgot password?" and "Don't have an account? Register".

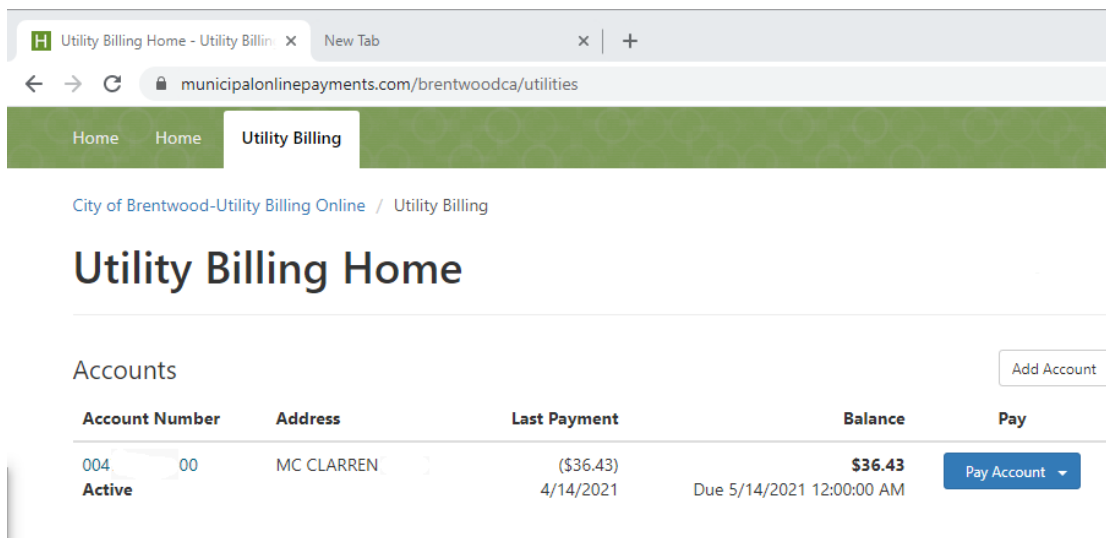
Step 5. Open the Email and click the blue “Activate Account” button



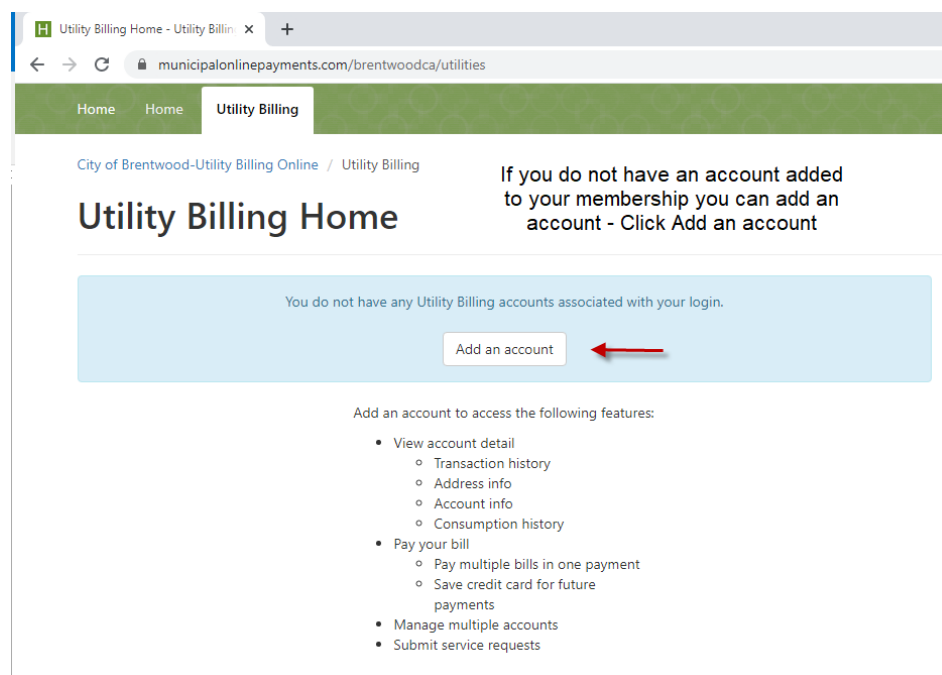
Step 6. After you have clicked the blue “Activate Account” button in your email, you will be taken to the screen below. Enter your email address and password. Click the blue “Login” button.



STEP 7. Once logged in you will see the Utility Billing Home page. Your email address is now assigned to your account. If your email was not previously associated with your Utility Billing account you will be automatically taken to the screen in Step 8. If it was associated already, you will see the screen below. The “Add Account” button on this page is if you have other Utility Billing accounts you want to add i.e. a landlord who pays the utilities for multiple rentals.



STEP 8. If your email and account have not been linked before you will be directed to the screen below and will need to add your account. Click on the “Add an account” button.



Step 9. Enter your account number with the dashes. Enter the amount of your last payment. If it is a new account and a payment has not been made, enter 0 (the number zero). Click the “Add Account” blue button.

If you are using a different email address than what you previously provided to Utility Billing, the account may already be set to that email. If you get an error when adding an account that states, “Assigned to another user”, please call Utility Billing at 925-516-5415, and a team member can help you.

The screenshot shows a web browser window with the URL `municipalonlinepayments.com/brentwoodca/utilities/accounts/add`. The page title is "Accounts - Add account - Utility Billing". The navigation bar includes "Home", "Home", and "Utility Billing". The breadcrumb trail is "City of Brentwood-Utility Billing Online / Utility Billing / Accounts / Add account". The main heading is "Add account".

The form contains the following fields and elements:

- Account Number ***: A text input field containing "0012-01234-00". A red arrow points to the field with the text "Enter your account number with the dashes". Below the field is the instruction: "Please include all dashes. For example: 0101-01011-01".
- Last Payment Amount ***: A text input field containing "125.25". A red arrow points to the field with the text "Enter the amount of your last payment. If it is a new account and you have not yet made a payment enter 0.".
- Buttons**: A blue "Add Account" button and a grey "Cancel" button. A red arrow points to the "Add Account" button with the text "Click Add Account".

Thank you for registering for the City of Brentwood’s credit card payment service. If you would like to view the instructions for enrolling in credit card auto-pay go to <https://www.brentwoodca.gov/gov/finance/util/pay.asp>.

It is our pleasure to serve you. Please call 925-516-5415 if you have any questions.