

***Registration can only be completed after receiving your first bill with account number on hand**

1. From the Village website select **Payment Center**, then click on **Pay your water bill** and select **Register Now**.
2. From the Please Locate Your Account screen, enter your account number (including the dash), last name and select **Search Invoices**.
3. Once Search Results displays the invoices, click on the box to the left of the invoice and select the **Register Selected Invoices** link.
4. The account registration screen appears with the account number displayed. Complete the required fields and click **Complete Registration**.
5. After completing the registration, the Customer Portal dashboard will appear. From here, you can take full advantage of the features available to registered customers such as Autopay, Pay by text, Paperless, Scheduled Payments as well as save payment methods. Make sure to log out when exiting the site.
6. After clicking **Sign Out**, you will be presented with a **Sign In** screen. For your convenience, this page can be saved as a favorite for easy access. You will also have the ability to retrieve your forgotten password using the link on the bottom of the screen.
7. You will be directed to your account dashboard.

Registering After Completing a One Time Payment

After completing a one-time payment, you will be presented with a confirmation page letting you know the payment was successful. This page also provides you with the opportunity to register your account for future use.

1. Select **Click Here to Register Now**.
2. You will be presented with the Register page with your account number and email address already completed. All you need to do to complete the registration is enter a newly created password twice and correctly enter the secure code and click on **Complete Registration**.
3. Then you will be directed to your account dashboard.