



City of Port Angeles

Utility Information Center On-Line

Registration Instructions

.....Quick, Easy, Convenient & Secure.....

Complete these quick and easy steps to access your utility information on-line. The registration process will require a valid e-mail address.

Step 1 - Locate your utility account number printed on the top right side of your monthly utility bill. If you have not received your initial PIN, please call customer service at (360) 457-0411, press zero and a customer service representative will be happy to assist you.

Step 2 - Click the “Proceed to Login” button located at www.cityofpa.us/utilities.htm.

Step 3 - Enter your utility account number (dash included) **and** the PIN number. Click the “Sign On” Button.

Step 4 - You must choose a new PIN, which can be any combination of three to ten characters or numbers. Type in a hint to help you to remember your new PIN. Enter your e-mail address. Click “Submit”. A “Thank-You” screen will appear and a confirmation e-mail will be sent to the e-mail address you provided.

Step 5 - When you receive the E-mail Address Verification message, click the “link” provided in the e-mail. Enter your Utility Account Number (including the dash) and new PIN on the page that appears. Click the “Sign On” Button. You can now access your account information.

The registration process explained above is only necessary for your initial access to the system. For each subsequent access, simply click the **“Proceed to Login”** button, or bookmark the login screen for your convenience.