



# 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. You will need a copy of your current utility bill and a valid e-mail address to complete the registration process .

**Step 1** - Click on the Online Utility Access button.

**Step 2** - Click on the “Create Password” button on the left. The information for all required fields can be found on your most recent utility bill. Once all fields have been completed, click the “Submit” button to continue.

**Step 3** - Enter in the PIN you wish to use to access this web site. Enter it again in the “Verify PIN” field to make sure we have it correctly. Enter your email address twice. This email address will be used later to verify your PIN creation and for future email contacts. Click the “Submit” button to continue.

**Step 4** - 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 your PIN on the page that appears. Click the “Sign On” Button. You will get a page telling you that your account has been enabled, Click “Sign On” to take you to the on-line utility information center. 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 Online Utility Access button at [www.cityofpa.us](http://www.cityofpa.us) or bookmark the login screen for your convenience. If you need any assistance, please call customer service at (360) 457-0411 and a customer service representative will be happy to assist you.