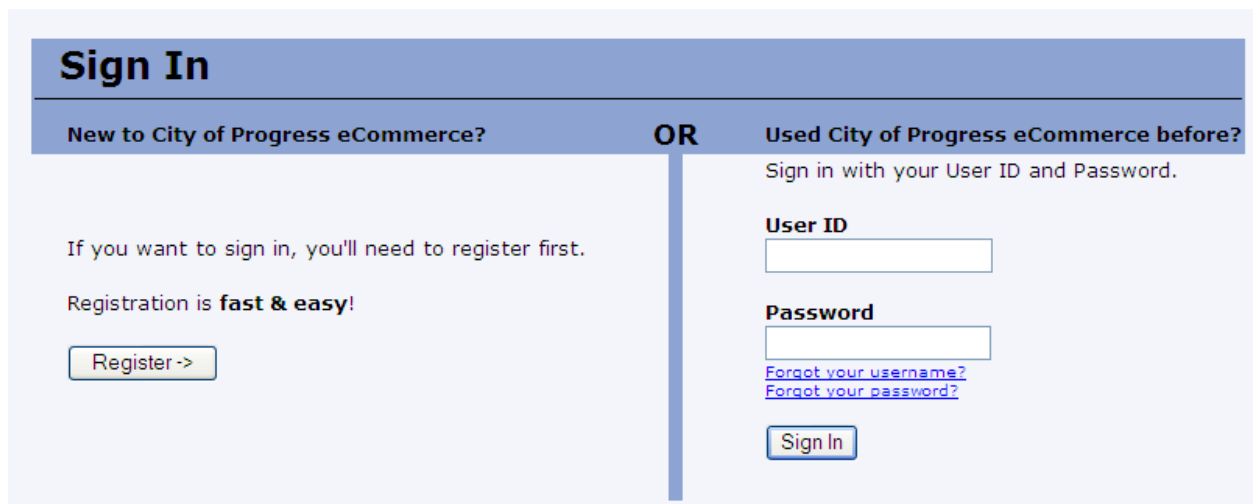


How to Complete eBill Registration

A Complete Look

This document covers the entire process from the customer registering their first profile to seeing the bill on their account page.

First, the customer must go to the epayment section of the website (by clicking on the “Make an ePayment” button on the city website)



Sign In

New to City of Progress eCommerce? **OR** **Used City of Progress eCommerce before?**

If you want to sign in, you'll need to register first.

Registration is **fast & easy!**

[Register ->](#)

Sign in with your User ID and Password.

User ID

Password

[Forgot your username?](#)
[Forgot your password?](#)

[Sign In](#)

After clicking the [Register ->](#) button they will be taken to the Registration Information page:

Registration: Enter Information

All of the fields are REQUIRED.

Create Your eCommerce User ID

Example: johnd71033 (Don't use your email address)

Your First Name and Last Name

or

Your Business Name

Important: To complete registration, enter a valid email address that you can check immediately.

Email address

Re-enter email address

Password (must be at least 6 characters long)

Re-enter password

Security Question

-- Choose a secret question! --



Your Answer

You will be asked for the answer to your security question if you forget your password.

After entering in the required information, they will be taken to the following confirmation message page:

Your registration was successful and a verification message has been sent to your email address. Once you have received the message, follow the instruction to verify your information and your account will be ready to use. *If you haven't received the message within an hour then log in and you will be given the opportunity to have the system resend the verification message.*

Your verification message, and all other emails from this web site, will come from webmaster@jUSTInter.net. Please add this email address to your address book so that messages sent from it will not be blocked by any spam blocking software that you are using.

After completing the registration they will receive an automatic email notification at the email address they provided during registration with an activation link to verify their new account:

Ace Office Supplies,

Thank you for registering with our eCommerce system. Below you will find your username, password and verification code. Please go to the address at the end of this message to log in and verify your account.

Username: aceoffice
Password:
Verification Code: 2207-8488

Go to <https://www.jUSTInter.net/eBill/ebill.asp?WCI=VerifyAcct&c=2207> to verify your new account.

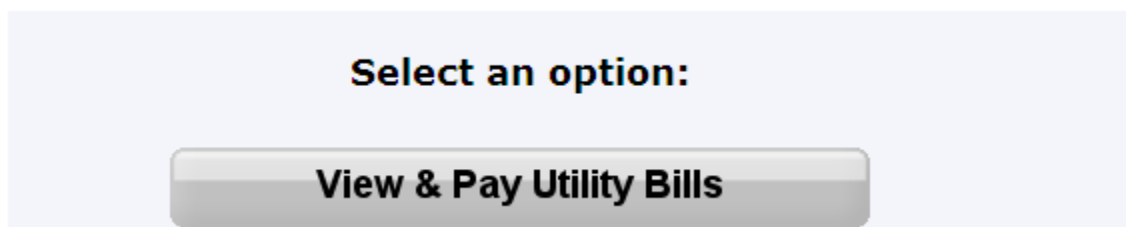
City of Progress eCommerce System

After clicking on the link they will be taken to the following verification page:

Enter the information contained in the verification email that was sent to you. If you have not received your verification email then [click here](#) to return to the Log In page. After you log in you will be given the opportunity to have the verification email resent.

Username:
Password:
Verification Code:

After typing in their username, password, and the verification code they received in the email they will be taken to their main account page:



From here, they simply need to click to continue to their Utility Billing account profile.

Your Accounts...

Account #	Description	Balance	View	Remove
<input type="button" value="Add an Account"/>				

By default their account list will be empty, so click [Add an Account](#) to add a new account:

Add Account to User Profile

All of the fields are REQUIRED.

Select Bill Type

Utility Bill

Account #

PIN #

You can find your PIN number to the right of the city name on your bill.

Enter in the account number and the associated PIN number from their account to attach it to the eBilling system. They can retrieve their PIN number and Account number from their paper bills.

After clicking continue they will be taken to the following EULA:

This describes the agreement between the City of Progress and the customer electing to use its electronic billing services ("You"). You should read these terms carefully, as they define the terms and conditions on which the City of Progress' electronic billing and payment services ("E-Bill") are offered. In consideration of our mutual covenants:

1. Electronic Billing - You agree to receive and pay your bills for utility services provided by the City of Progress electronically ("Your E-Bill"), over the Internet.
2. Procedures - The City of Progress will provide to you your E-Bill in the following manner:
the City of Progress will send you an e-mail notification alerting you that your bill is ready for review at the City of Progress' website (the "Site"). PLEASE NOTE: if you do not receive a bill notification e-mail, you are still required to make your payment on or by your scheduled due date. You may visit the Site, login to Customer Account Access, and view your bill to review its contents. Following the instructions appearing at the Site, you may pay your bill by either electronic check or credit card.
the City of Progress reserves the right to change the system procedures applicable to its E-Bill service from time to time.
3. Your First On-line Statement - If enrolling 20 or less days before your scheduled due date, your next statement may be in paper format. Every statement forward will be in electronic format.
4. Other Payment Terms - All other terms relating to your use of and payment for utility services, including without limitation payment amounts and obligations, late fees, and the City of Progress' remedies for nonpayment will remain in effect and are unchanged by this agreement. Payments will be posted to your account within 1 business day.
5. Accessing the Site - To successfully send, receive, and retain the information and disclosures related to this E-Bill Enrollment Form you will need the following requirements ongoing:

A 32-bit operating system (Windows 95, Windows 98, or Windows NT)
An Internet Browser (Internet Explorer 4.0 or higher or Netscape Navigator 4.0 or higher)
Minimum 28.8KB connectivity to the Internet.
Preferred screen resolution setting is 800 by 600 pixels
Minimum of 40 bit encryption

To retain a copy of the completed E-Bill Enrollment Form you must have a printer and browser with print-screen capability.
Netscape Navigator is a registered trademark of Netscape Communications Corporation in the United States and other countries.

6. Confirmation - By clicking the "I Agree" button below, I am affirmatively stating that I am currently accessing this Website with a computer system, ISP connection, browser and printer necessary for me to send, receive and retain the above disclosures and information.
By clicking the "I Agree" button below, I am also consenting to receive the information and disclosures related to the E-Bill Enrollment Form electronically. My consent is limited to the information and disclosures related to this E-Bill Enrollment Form only and none other. I can withdraw my consent at any time during the enrollment process BEFORE clicking on the "I Agree" button by clicking on the "Back" button. Unfortunately, your E-Bill Enrollment Form cannot be processed electronically if you withdraw your consent.

[Click here for a printer-friendly version of these Terms & Conditions.](#) Adobe Acrobat Reader is required to view this document. [Get Adobe Acrobat Reader!](#)

Last 4 digits of your SSN:

After entering in their last 4 digits of their SSN and indicating that they agree to the EULA terms they will be taken back to their profile with a message indicating that they will receive an email once their registration request has been processed in **asyst**.

Account # 0001-01 has been added to your user profile, but will not show up on your Account List until it has been verified. An email will be sent to you when the account has been verified.

Your Accounts...

Account #	Description	Balance	View	Remove
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[Add an Account](#)

[Main Menu](#) [Update Profile](#) [Log Out](#)

From this point it is in the hands of the city to process the registration.

Once the city processes the customer will receive an automated email indicating that their registration was processed.

Hello,

City of Progress has added account number 0001-01 to your user profile. You can now view bills for this account online and you will receive an email notification when a new bill is posted to the web site. You may go to <http://www.progress.tx.citygovt.org> to view this account.

Thank you,
City of Progress eCommerce System

At which point they can go back to their profile and view their bill:

Your Accounts...

Account #	Description	Balance	View	Remove
0001-01	Utility Bill	\$111.35		

[Add an Account](#)

[Main Menu](#) [Update Profile](#) [Log Out](#)