

# How to Sign Up for the Customer Portal!

1

Go to the following website:

<https://eastcolumbia.authoritypay.com>

2

Click on: **Create a new account?**

Get started today. All you need is your account number and CID from your bill. [Create a new account?](#)

3

Enter the Following Fields:

1. **First Name**
2. **Last Name**
3. **Account Number**
4. **CID**
5. **Email Address**
6. **Confirm Email Address**
7. **Password**
8. **Confirm Password**

## Create an Account

Create Account

4

Click on: **Create Account**

5

A confirmation message will appear on your screen, and a verification email will be sent to your inbox. You will have 4 hours to verify your email. [Open your email.](#)

A verification email has been sent to your email address. Please check your inbox.



6

Click on the link provided in the sent email to complete your enrollment.

Hello John Doe,

Follow the link below to verify your email and finish your account registration:

<https://eastcolumbia.authoritypay.com/user/verify-registration?token>

7

After clicking on the verification link embedded in the email, you will be re-directed to the Account Verification screen. Click on the green 'Click to Verify' button to complete verification.

## Account Verification

 Click To Verify

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You should now see a green message confirming verification was successful. Now you can then re-enter your email and password and select Login to access your Customer Portal Account.

Your account and email have been verified. You can now login to manage your account.

## Existing Customers

Email Address

johndoe@example.com

Password

●●●●●●●●●●●●●●●●

[Forgot Password?](#)

[Not Registered?](#)

Login