

1. Create Your Secure Mount Prospect User Profile

- From the Welcome log in screen, select “Don’t have an account? Register here.” link at the bottom of the screen
- Enter the information requested and click “Register”
- You will receive an email verification to complete your registration
- From the Welcome! page click  FIND on the left (top of screen in mobile version)
- Select the  in the Utility Payments Box
- Enter complete utility account # including the dash in the box, then click “Link Account”
- Account should now be attached to your profile

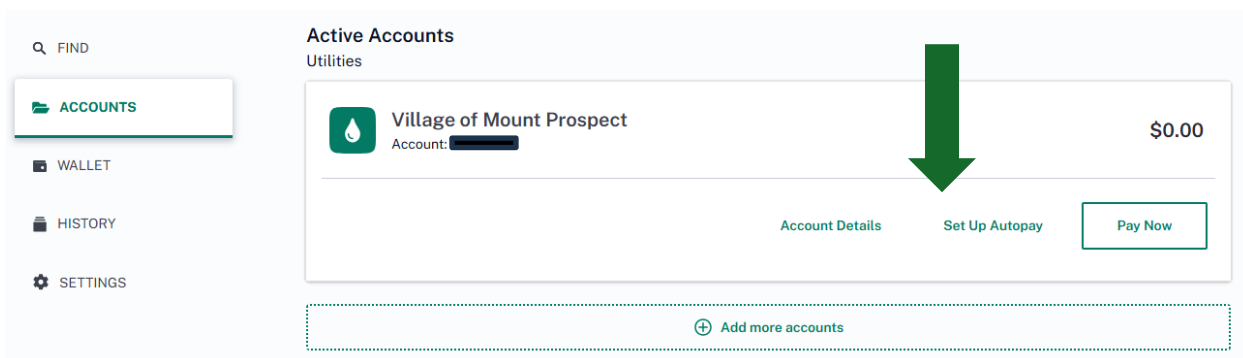
2. Set Up Payment Option(s)

- Select the “WALLET” tab on the left (top of screen in mobile version) and click “Add a Payment Method”
- Select payment method you wish to store: checking or credit card
- Complete requested fields
- Based upon payment method entered, select “Add Credit Card” or “Add Bank Account”
- Complete the remaining Billing Information fields (Mailing Address, Phone Number and Email Address for Receipts)

At any time, you may log in to delete, add, or edit a payment method.

3. If Enabling Recurring Auto-Payments

- From the “ACCOUNTS” tab, select “Set Up Autopay” (see picture below)
- Select the saved payment method and check the “Terms and Conditions” box
- Click “Confirm” in lower right corner



A reminder email will be sent two days before your scheduled auto-payment process.