Village of Carol Stream On-Line Water Bill Payments Instructions for Creating a Green-Pay Account

STEP 1: On the Village's web site, click on the link "Create Your Green-Pay Account Here"

STEP 2: Click on "Registe	r"
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Green pay		
Click on "Register" to begin a first-time enrollment.	LOG IN Email: Password: LOGIN Forget Password? Not Registered? Join Green Pay Today! REGISTER	
	Company Contact Information Copyright ⊕ Third Millennium Associates	

STEP 3: Complete all required fields.

G green pay	
Complete all requested fields. When finished, check the "I'm not a robot" box, review and accept the Terms & Conditions. When all registration information is complete, click on the "Register" button in the lower right hand corner.	NEW USER REGISTRATION All fields are required. The password must be at least 6 characters. E-mail Address: [ohndoe@gmail.com] Password: Confirm Password: Confirm Password: Confirm Password: Gonfirm Password: Image: Strateging of the

Company Contact Information Copyright © Third Millennium Associates

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After you complete Step 3, you should see the screen below. You will be sent an email with instructions on how to complete your registration.

Gen pay	
REGISTRATION CONFIR Thank You for registering NOTE: Please, whitelist o To whitelist our email ad	MED g! An email will be sent to the email address provided shortly with instructions on how to complete your registration. ur email address (noreply@mail.tmainc.org). Idress, add it to a list of "approved" or "safe senders" within your email client.
	Company Contact Information Copyright € Third Millenni⊌m Associates

STEP 4: Once you receive an email from <u>noreply@mail.tmainc.org</u>, open it and click on the link to confirm your account. You should see the screen below.

Gen pay
ACCOUNT CONFIRMATION Vour user account has now been confirmed.
Company Contact Information Copyright & Third Millennium Associates

CONGRATULATIONS! Your Green-Pay Account has been established.

<u>Next you will need to link your new Green-Pay account to your water account</u>. Please note, **you will need a copy of your CURRENT water bill in order to complete this next step.**

Separate detailed instructions are provided on the Village's web site.