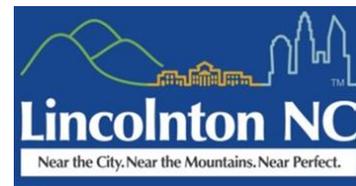


## REGISTER FOR ONLINE PAYMENTS WEBSITE HOW TO REGISTER:



1. Use your current utility bill (July, 2020 or later) and note your NEW utility billing account number and the amount of your last bill. You will need to enter this information in the new portal.
2. Go to the [ONLINE PAYMENT PORTAL](#) (LINK) and click the **LOGIN/REGISTER** link in the top right corner or the blue **LOGIN** button link in the center of the page:

LincolntonNC Home Utility Billing [Login / Register](#)

City of Lincolnton / Utility Billing

### Utility Billing

**Quick Pay (no login required)**  
Just need to pay your bill? Use Quick Pay. No login necessary. You'll need your **account number** and **last payment amount**.

[Quick Pay](#)

**Login to Account Management**  
Login to access the following features:

- View account detail
  - Transaction history
  - Address info
  - Account info
  - Consumption history
- Pay your bill
  - Pay multiple bills in one payment
  - Save credit card for future payments
- Sign up for e-Billing
- Manage multiple accounts
- Submit service requests

[Login](#)

**Online Services**

- Utility Billing Home
- Quick Pay
- Manage Accounts
- Sign up for e-Billing
- Email Reminder Settings

**Need Help?**

- Submit Service Request
- Contact Us
- 704-736-8940

**Announcement**

Office Hours are Monday through Friday from 8:30 am to 5 pm.

City of Lincolnton Website 114 W. Sycamore St. Lincolnton, NC 28092 | 704-736-8980  
Terms and Conditions | Contact Us  
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3. Then you will see this:

Lincolnton  
City of Lincolnton  
Near the City. Near the Mountains. Near Perfect.

## Login

Email address

Password

[Login](#)

[Forgot password?](#)

Don't have an account? [Register](#)

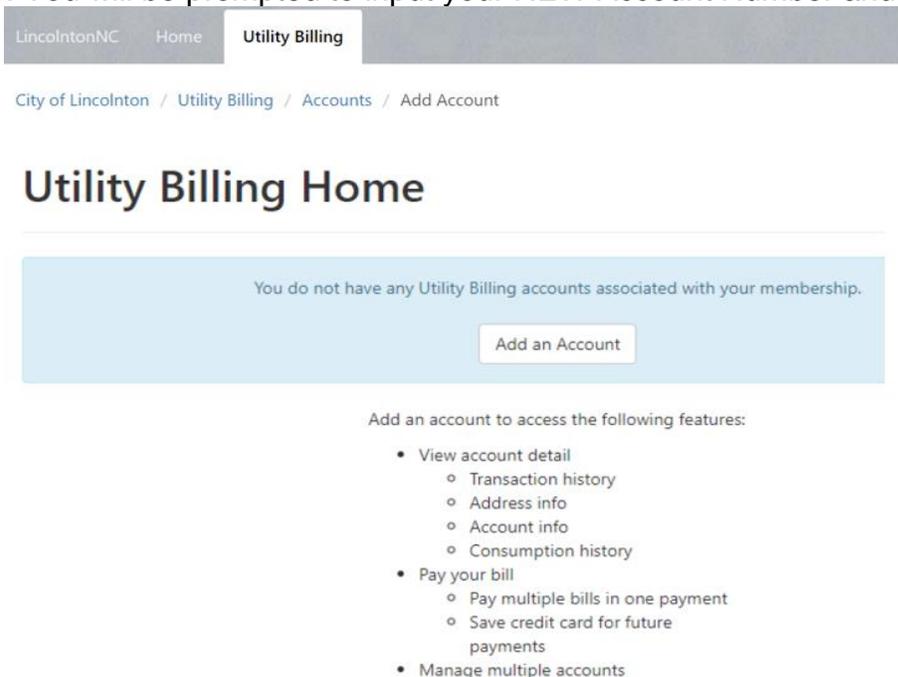
4. Click the blue **REGISTER** link at the bottom of the login site. You will see the image below. Enter your Email, Name and Password (phone number is optional). Click **Register**, when done.  
Note: Secure passwords are at least six characters long, include capital and lowercase letters, include at least one number, and include at least one special character (!, +, @, #, /, etc.)



The image shows a registration form with the following fields and labels:

- Register** (Section Header)
- Email required** (Label) with input field containing "john.smith@example.com"
- Password required** (Label) with input field containing "Password"
- Name** (Label) with input field containing "John Smith"
- Phone number** (Label) with input field containing "555-123-9876"
- Register** (Blue Button)
- Cancel** (Text Link)
- Already have an account? Login** (Text Link)

5. An email is sent to your email address to confirm that your email is correct. Check your email for the "Thanks for registering!" email. Click the link in the email to confirm your email address and activate your account. The link returns you to the login page for the City of Lincolnton Online Payment Portal. Log in using your email address and password.
6. Click on the link to **Add to My Services** or click the **Utility Billing Tab** in the top menu bar.
7. Click on **Add an Account**.  
Note: You will be prompted to input your NEW Account Number and Last Payment Amount.



The image shows the "Utility Billing Home" page with the following elements:

- Navigation bar: **LincolntonNC**, **Home**, **Utility Billing**
- Breadcrumbs: [City of Lincolnton](#) / [Utility Billing](#) / [Accounts](#) / [Add Account](#)
- Section Header: **Utility Billing Home**
- Message: "You do not have any Utility Billing accounts associated with your membership."
- Button: **Add an Account**
- Text: "Add an account to access the following features:"
- List of features:
  - View account detail
    - Transaction history
    - Address info
    - Account info
    - Consumption history
  - Pay your bill
    - Pay multiple bills in one payment
    - Save credit card for future payments
  - Manage multiple accounts