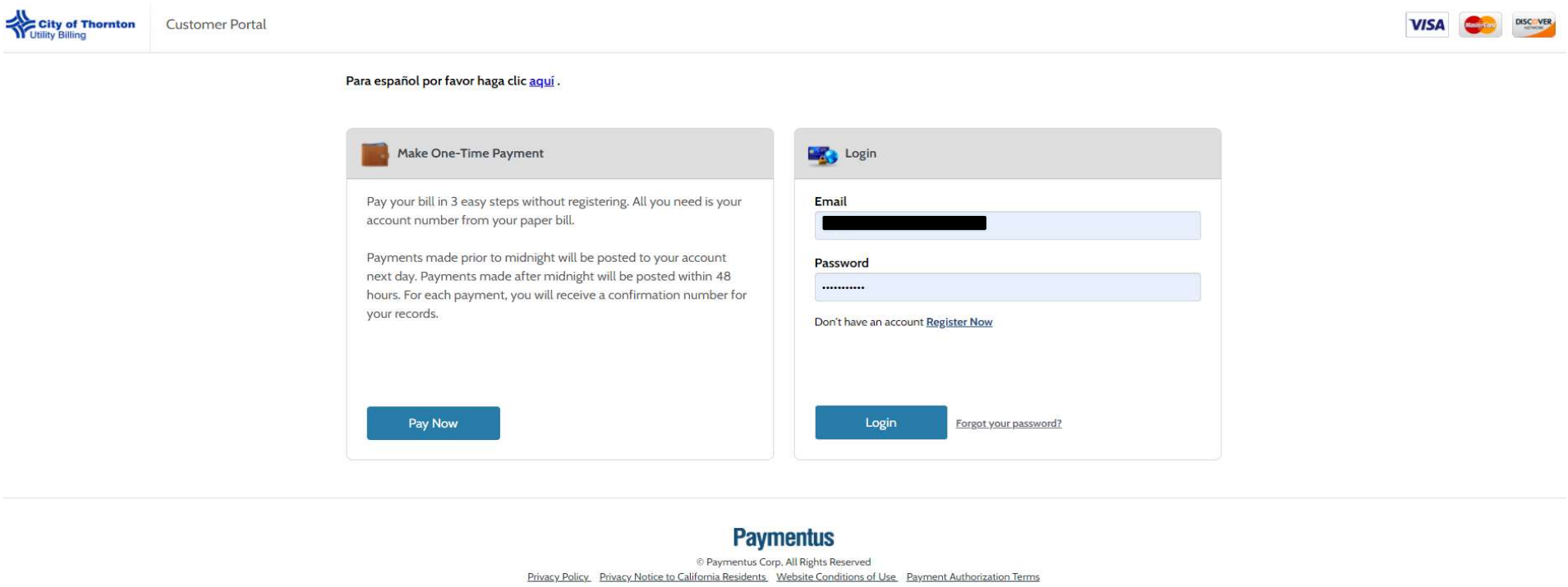
How to Set Up and adding an account on the Customer Portal

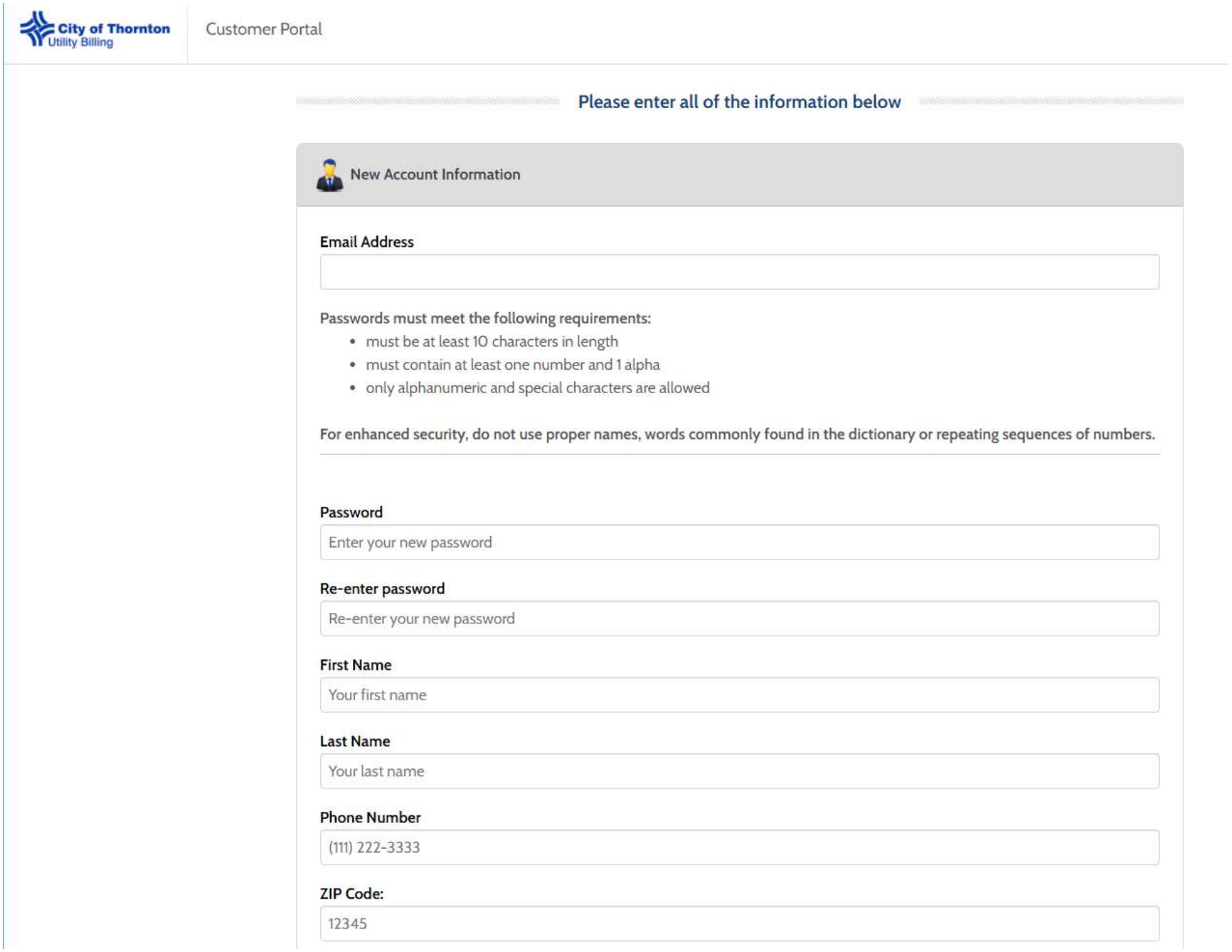
This guide walks you through creating a Customer Portal account. Once your account is set up you will be able to view your bills, setup paperless bills, set up bill notifications, schedule payments, make a one-time payment, view payment history, and save payment methods.

Background Information:
The Online Customer Portal accounts are unique by email address. You can link multiple Billing Accounts to a Customer Portal account. You can set up multiple payment methods using The Wallet feature.

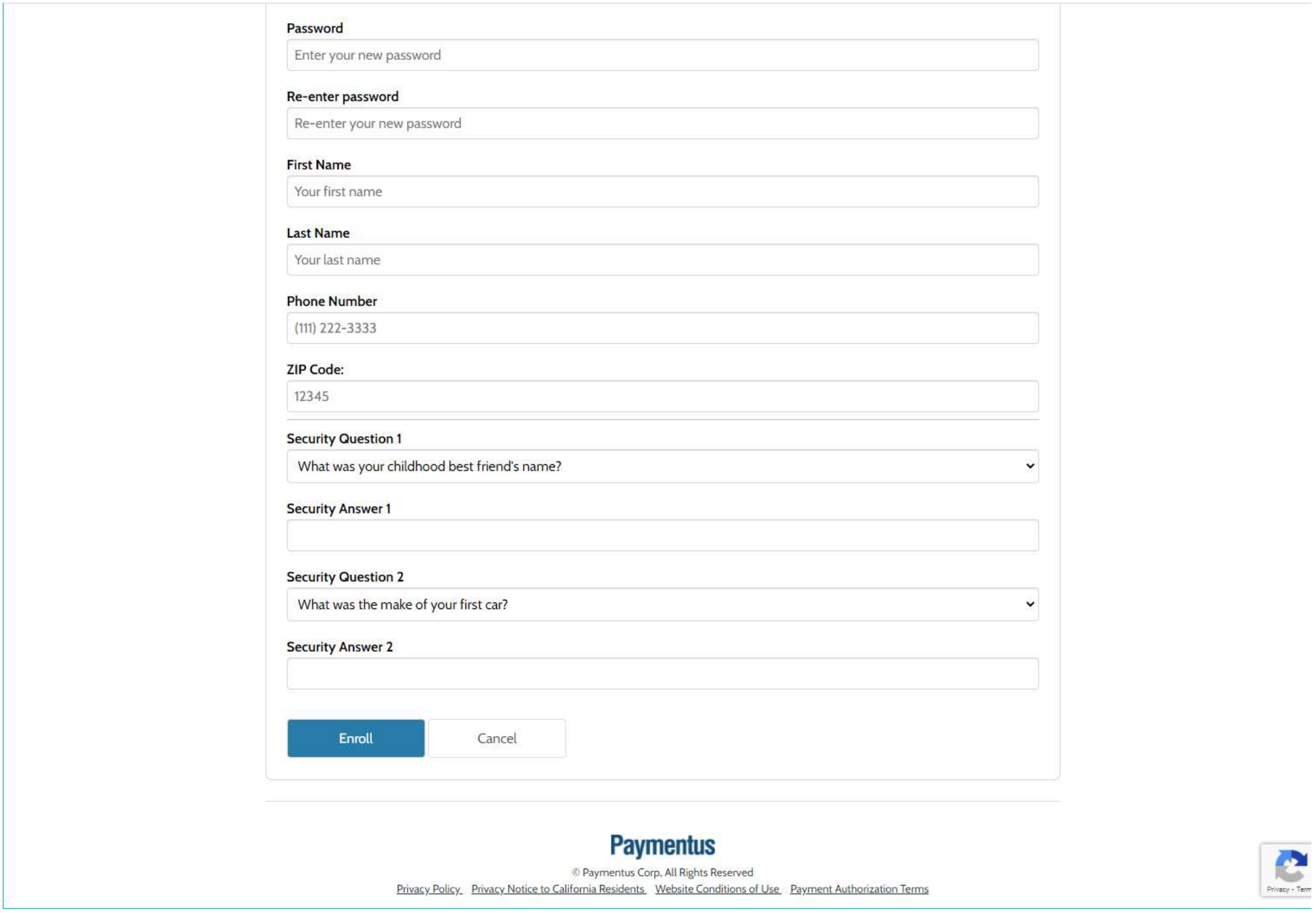
Step By-Step Guide:
Step 1 - Open your Web Browser to the Customer Portal Page https://ipn.paymentus.com/cp/trtn
Step 2 – Click on the "Register Now" link on the right side of the screen



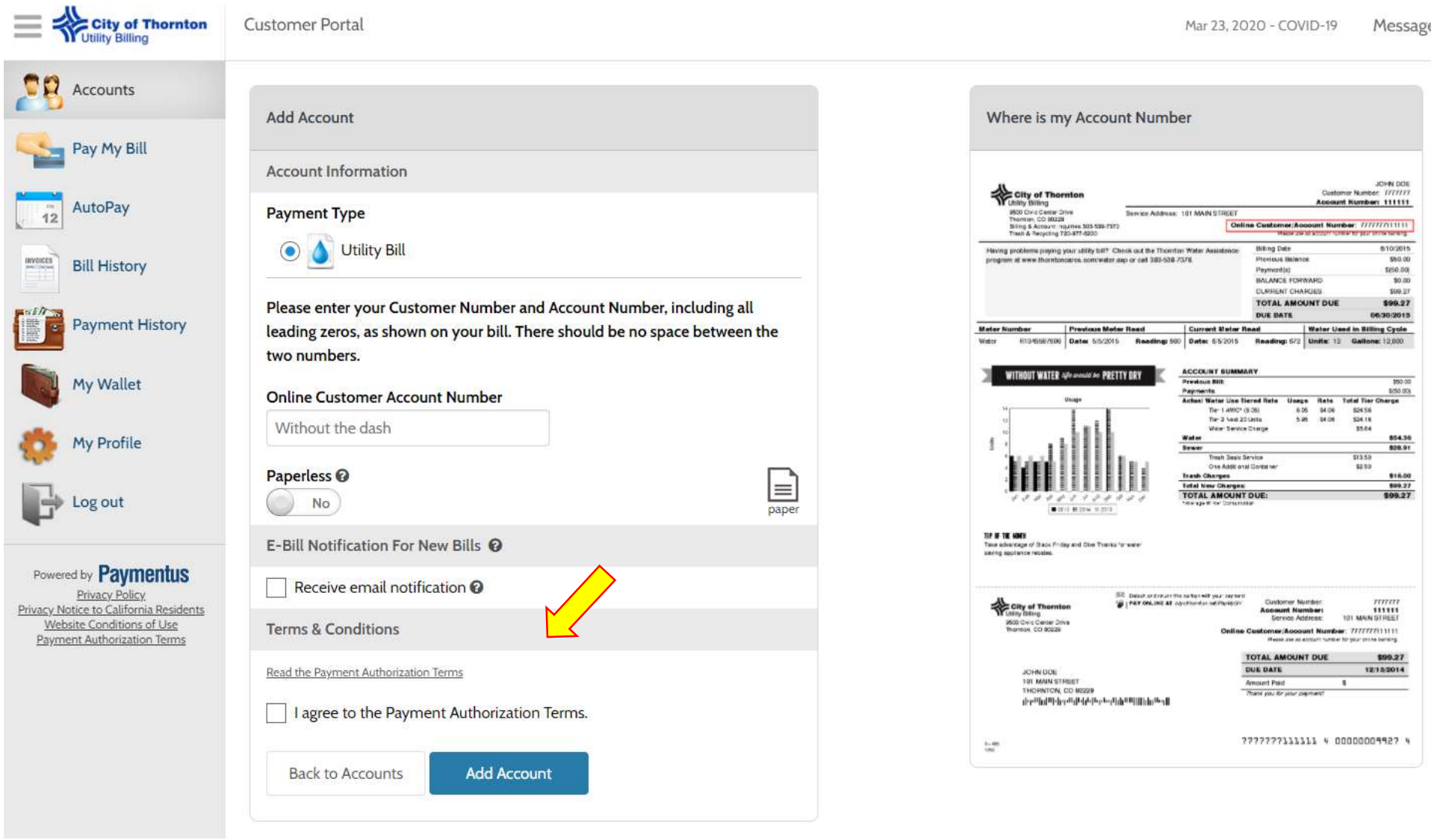
Step 3 - Fill in all the required information on the screen and click the "Enroll" button



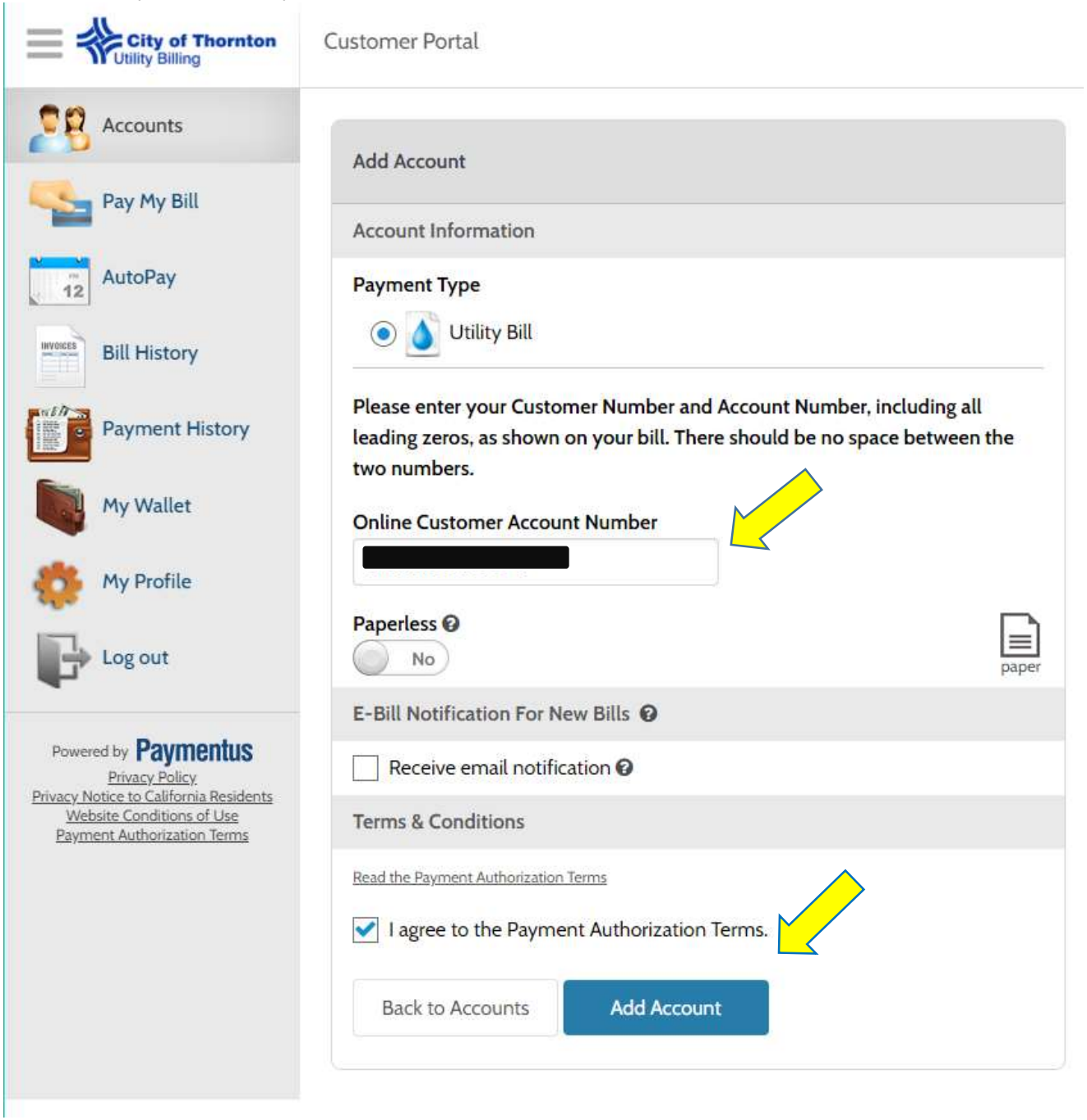
Step 3 – continued



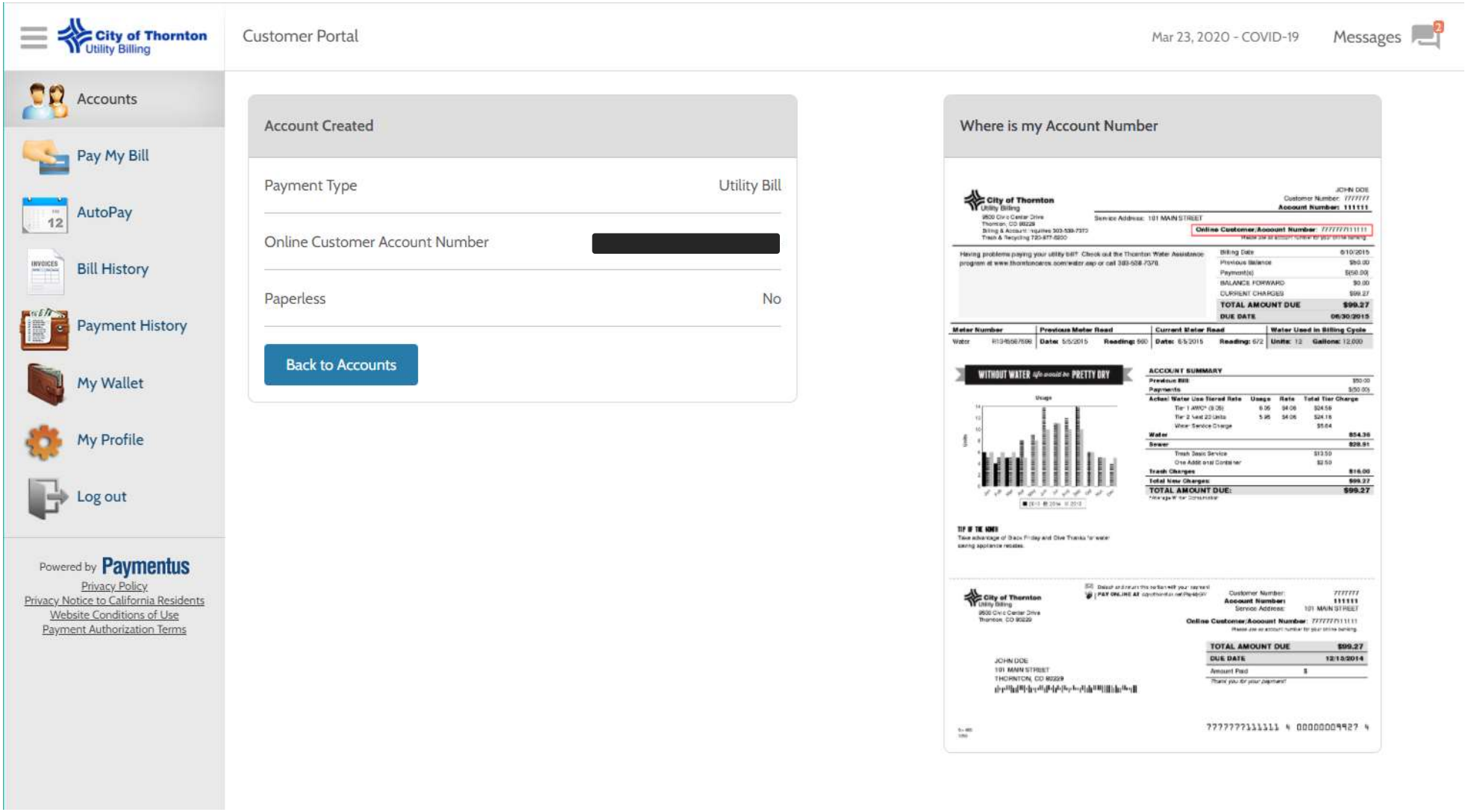
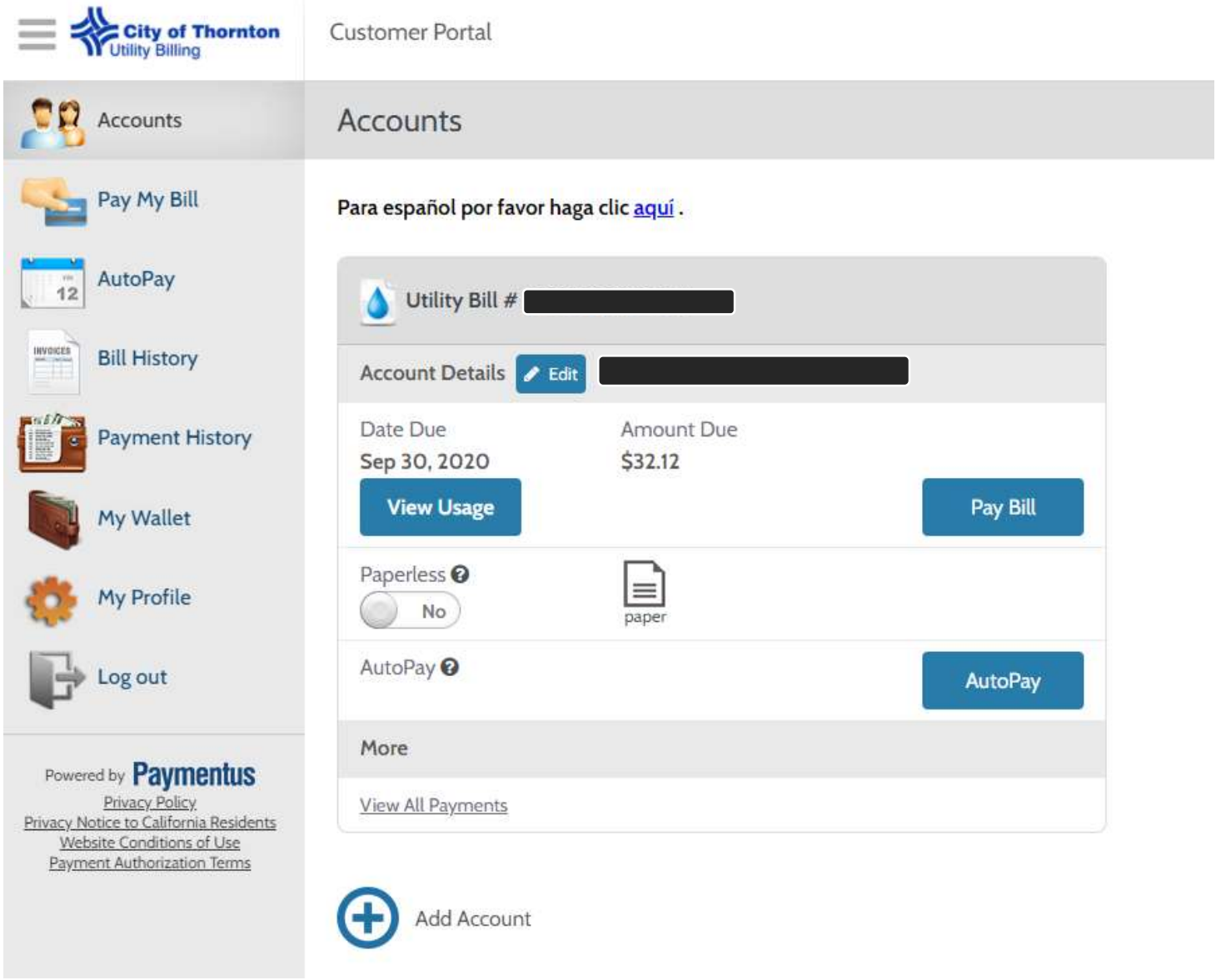
Step 4 - Go down to Terms & Conditions, read the Payment Authorization Terms, Click on the button next to “I agree to the Payment Authorization Terms



Step 5 – Enter your Online Utility account number, and click “Add Account”



Step 6 – The Account Created screen will open, click on Back to Accounts



Step 7 – Click on “Add Account” then follow the steps to add an account starting on Step 5, or you can click on another icon or Log out