

# Paperless Bill Sign Up

## Screen One - Log into Account

The first screen you see will be the familiar Account Search screen.

City of Thornton  
Colorado

### Welcome to the City of Thornton Utility Billing System

**Account Search**

Enter in the Account Number and the Numeric part of your Street Address  
For example, "101 Main St Apt 25", enter "101"

**Account Number:**

**Numeric Service Address:**

Fill in boxes

Then click "Search"

## Screen Two - Check / Add Contact Information

At least one phone number and an email address are required...

City of Thornton  
Colorado

### Edit Contact Information

Please update your contact information

**Day Phone** (303) 555-5555

**Evening Phone** (303) 777-7777

**Mobile Phone** (305) 999-9999

**E-Mail Address** John.Doe@hotmail.com

Check information

Then click here.

## Screen Three - Your Account Info

This is where you access the Paperless Bill link.

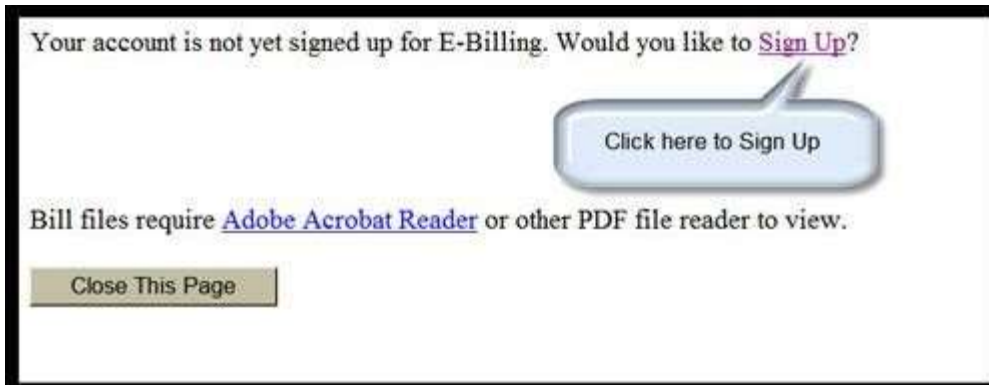


The screenshot shows the City of Thornton website header with the logo and the text "City of Thornton Colorado". Below the header is a "Search Results" section. The account information is as follows:

The Account Number:	00000-00
Name:	John Doe
Address:	001 Appletree Lane
Day Phone:	(303) 555-5555
Evening Phone:	
Mobile Phone:	
E-mail Address:	john.doe@hotmail.com
Due Date of Previous Amount Owing:	5/31/2009
Previous Amount Owing:	\$82.06
Due Date of Current Charges:	6/30/2009
Last Payment Date:	
Last Payment Amount:	\$0.00
Amount Due:	\$82.06

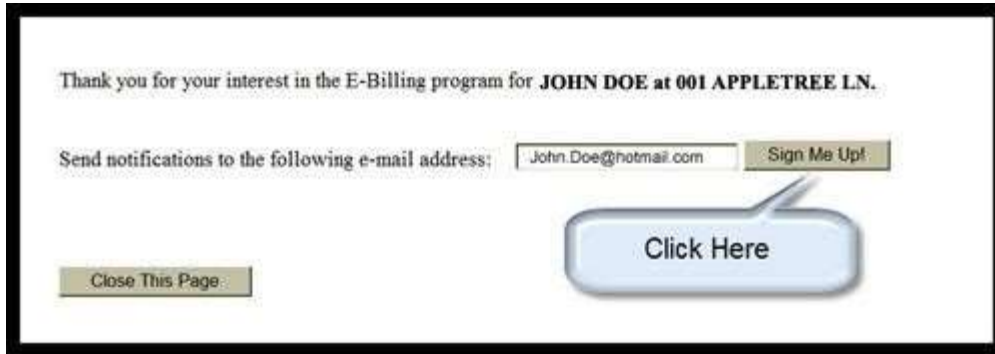
Below the account information is a "Pay with Credit Card" button. Underneath are several links: [Edit Contact Information](#), [E-Bills](#), [Current Charges](#), [Payments](#), [Email Billing Office](#), and [Return to Search](#). At the bottom are "Print" and "Close" buttons. A blue callout bubble with the text "Click 'E-Bills' to sign up" has an arrow pointing to the "E-Bills" link.

#### Screen Four - Want to Sign Up?



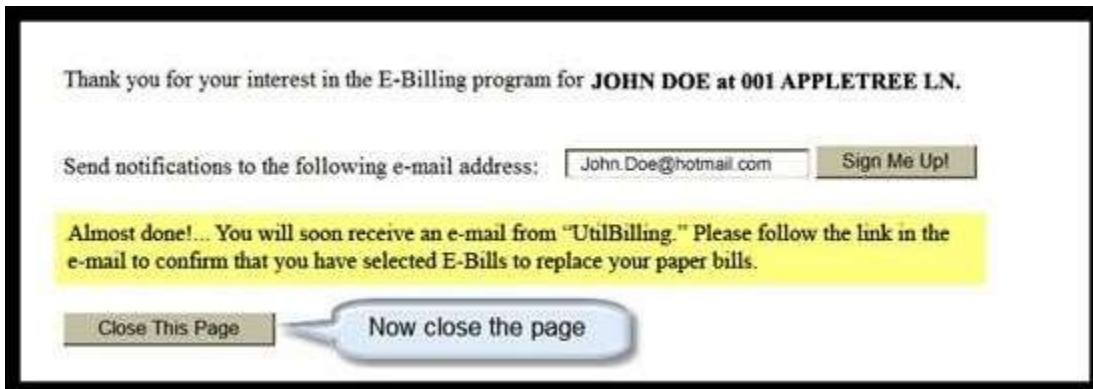
The screenshot shows a sign-up prompt with the text: "Your account is not yet signed up for E-Billing. Would you like to [Sign Up](#)?" Below this text is a blue callout bubble with the text "Click here to Sign Up". At the bottom of the prompt is a "Close This Page" button. Below the sign-up prompt is a note: "Bill files require [Adobe Acrobat Reader](#) or other PDF file reader to view."

#### Screen Five - Verify / Add Email Address



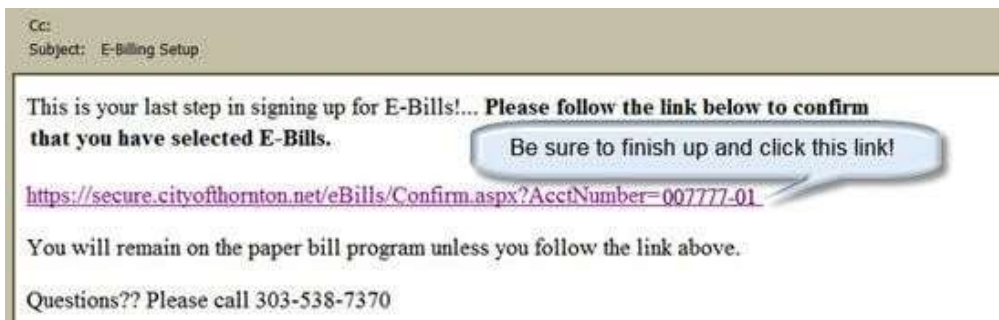
### Screen Six - Expect an E-mail

After clicking, you will see the same screen, but with an additional sentence at the bottom...



### Screen Seven - Open Your E-mail

You will receive the below e-mail. Don't forget!... You need to click the confirmation link on the e-mail before you're officially enrolled...



### Screen Eight - Success!

## Your final confirmation screen...



Did you read or print out the steps above? If so, go ahead and sign up on <https://secure.cityofthornton.net/>.