SETTING UP ONLINE PROFILE

All existing profiles will need to be recreated with the new billing software. Below are the steps for setting up a new profile

From our website <u>www.nudrc.org</u> click on the bill payment options then click "pay your bill now"



Our new Ampstun portal will open. Click register account.

| | Reliable Essential Support | |
|----------|------------------------------------|--|
| Username | | |
| Password | | |
| | SIGN IN | |
| | QUICK PAY | |
| | Register Account | |
| | Forgot Your Password? | |
| | VEINFU & SECURED UEVERS SECURES | |

Enter the full name as it appears on your bill and enter your account number.

| NOTE: Account number | ers are now 6 digits! | Please use the following | format for account nui | mbers |
|----------------------|-----------------------|--------------------------|------------------------|-------|
|----------------------|-----------------------|--------------------------|------------------------|-------|

| Existing Account Number Format | New Account Number Format |
|--------------------------------|---------------------------|
| Accounts 1-9 | Accounts 100001-100009 |
| Accounts 10-99 | Accounts 100010-100099 |
| Accounts 100-999 | Accounts 100100-100999 |
| Accounts 1000-1999 | Accounts 101000-101999 |



Once you click continue the following screen will pop up. Click continue.

| Reliable Essential Support | |
|--|--|
| Company NUDRC Customer 100700 : NORTH UT. DIST. OF RHEA C | |
| If the information above is correct, please continue. Otherwise contact your utility provider. | |
| | |
| CONTINUE | |

Once you complete the information requested click Complete Registration.

| Company | |
|------------------------------------|--|
| NUDRC | |
| Customer | |
| 100700 : NORTH UT. DIST. OF RHEA C | |
| E-Mail | |
| office@nudrc.org | |
| Confirm E-Mail | |
| office@nudrc.org | |
| Password | |
| | |
| Confirm Password | |
| | |
| COMPLETE REGISTRATION | |

You can then sign in using the credentials you chose. The home screen will look like your previous online portal.

| | Current Customer | | 1-0700 : 23928 F | RHEA COUNTY HWY |
|--------|--------------------|----------------------------|------------------|-----------------|
| | Dashboard | Acco | unt Balance | |
| | Automatic Payments | \$ | 0.00 | |
| C | Make A Payment | 2024-03-31 Balance Forward | | |
| - | Contact Info | Account Balance | | |
| \sim | Billing Address | 1 | Recent | t Billed Usage |
| \$ | User Settings | | | |
| | Contact Us | | | |
| Ċ | Logout | | | |
| | | | | |
| | | 11/2023 12/2023 | T 01/2024 | Ť 02/2024 |

If you have any questions or problems, please contact Crystal at the office.

423-365-2680 or office@nudrc.org