How to Sign Up for the Customer Portal!

1 **Go to the following website:**
https://ywd.authoritypay.com

2 **Click on: Create a new account?**

Get started today. All you need is your account number and CID from your bill. Create a new account?

3 **Enter the Following Fields:**

1. **First Name**
2. **Last Name**
3. **Account Number**
4. **CID**
5. **Email Address**
6. **Confirm Email Address**
7. **Password**
8. **Confirm Password**

Create an Account

First Name | Last Name

Account Number | CID

Email Address

Confirm Email Address

Password | Confirm Password

4 **Click on: Create Account**

Create Account

5 A confirmation message will appear on your screen, and a verification email will be sent to your inbox. You will have 4 hours to verify your email. **Open your email.**

A verification email has been sent to your email address. Please check your inbox.

6

Click on the link provided in the sent email to complete your enrollment.

Hello John Doe,

Follow the link below to verify your email and finish your account registration:

https://ywd.authoritypay.com/user/verify-registration?token

7

After clicking on the verification link embedded in the email, you will be re-directed to the Account Verification screen. **Click** on the green '**Click to Verify**' button to complete verification.

Account Verification

👤✓ Click To Verify

8

You should now see a green message confirming verification was successful. Now you can then **re-enter your email and password** and **select Login** to access your Customer Portal Account.

Your account and email have been verified. You can now login to manage your account.

Existing Customers

Email Address

johndoe@example.com

Password

••••••••••••••

Forgot Password?

Not Registered?

Login