

OLBP Register/Link Account Quick Guide

*****NOTE: IF YOU ARE A TENANT, PLEASE CHECK WITH YOUR LANDLORD FOR ONLINE PAYMENT SET-UP. ONLINE BILL PAY IS SPECIFIC TO PROPERTY OWNER*****

1. Click on **“Register Here”** in order to begin process for creating a profile.



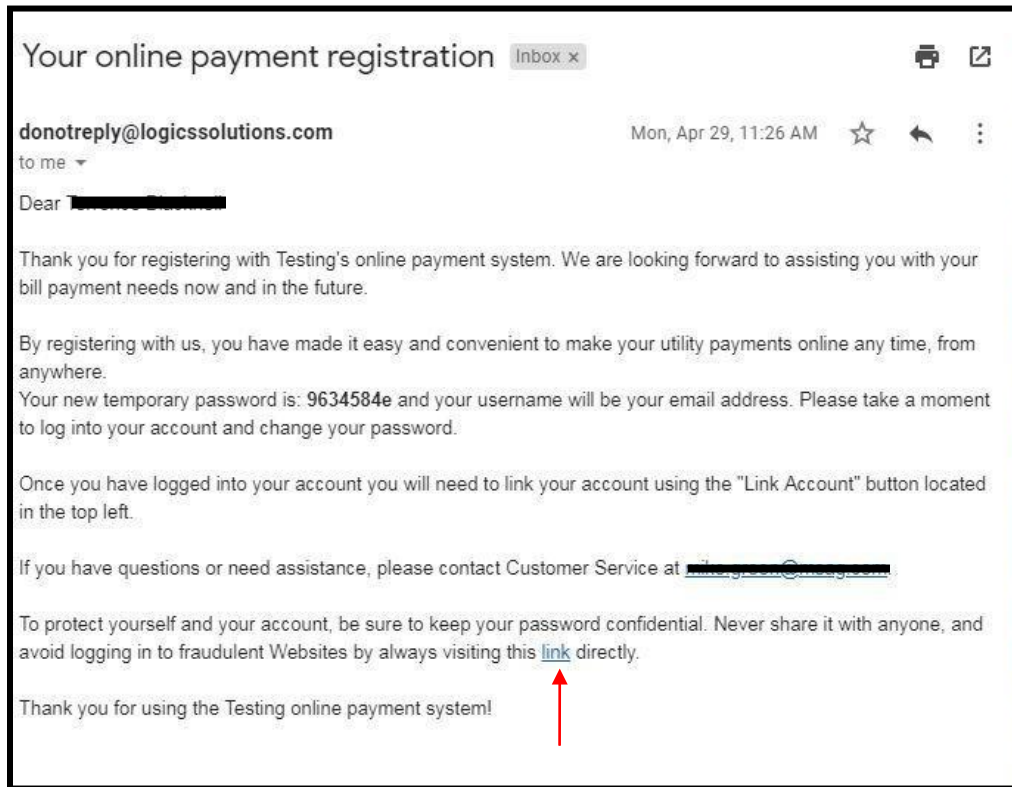
The image shows a login form titled "Log in to pay bill, view usage, more". It contains fields for "Username:" and "Password:", a "Login" button, and links for "First Time User?", "Register Here", and "Forgot Password". A red arrow points to the "Register Here" link, which is also circled in red.

2. Once at the next screen, fill out your First and Last name as well as your email address. Your email will be used to create your profile as well as the place where all password and receipt information will be sent. Click **“Submit”** to have profile created.



The image shows a "User Registration" form. At the top, a message states: "User registration is successful. Check your email to obtain your login information." Below this, the form asks the user to enter the following information to register and we will send you a temporary password to log in. The fields are: *First Name: John, *Last Name: Smith, *Email Address: JS@yahoo.com, and *Confirm Email Address: JS@yahoo.com. At the bottom, there are "Cancel" and "Register" buttons.

- An email from donotreply@logicssolutions.com will be sent to your email with your temporary password (please check spam/junk folders if you do not receive it within 10 min of registering).



- Take temporary password provided by email and click blue link in email in order to use it to log in along with your email at the OLBP login screen. Place your email address in the "**Username**" box and your temporary password in the "**Password**" box and click "Login".

The screenshot shows a login form titled "Log in to pay bill, view usage, more". The form has two input fields: "Username:" with the value "tblacknell@logicssolutions.com" and "Password:" with a masked password "••••••••". A "Login" button is to the right of the password field. Below the form, there are links: "First Time User? Register Here" and "Forgot Password".

5. Next you will create a new permanent password. Please pay attention to the required password criteria above the password section. (See below)

Change Password

This is the first time you have logged in or your password has been retrieved by the system. Please create a new password.

The password must contain characters from at least 3 of the following 4 rules:

1. Upper case letters (A,B,C,...,Z).
2. Lower case letters (a,b,c,...,z).
3. Westernized Arabic numerals (0,1,2,...,9).
4. Non-alphanumeric ("special characters") such as punctuation symbols.

Password:

Confirm Password:

Save Changes

6. On the next screen you will link your utility account. To do this, put the **Account Number which ends in .00** (i.e. **123456789.00**). The **Tenant Number** is the last 2 digits after the full account number ending in .00 (i.e. **98, 97, 96**). Your account number can be found on your printed bill. Lastly, add the alias in the bottom field which is any name that will help you identify the account. Your Service Address is best if you are not sure what to use (i.e. **56 Allister Lane**). Once finished, clicked "**Submit**". If you have more than one service address that you would like to link, add next account's info. If all finished, click "**Cancel**".

Link Account to Profile

The account was successfully linked to your profile.

This page is for linking an account to your profile. Please enter Account Number, Tenant Number, and an Alias of your own choosing.

Once you have linked all desired accounts, click on "**Cancel**" to access the main Account Inquiry page.

Account Number:

Tenant Number:

Alias:

Cancel Submit

7. You have now successfully linked your account to your new profile and are ready to browse through your account information or pay your bill.

