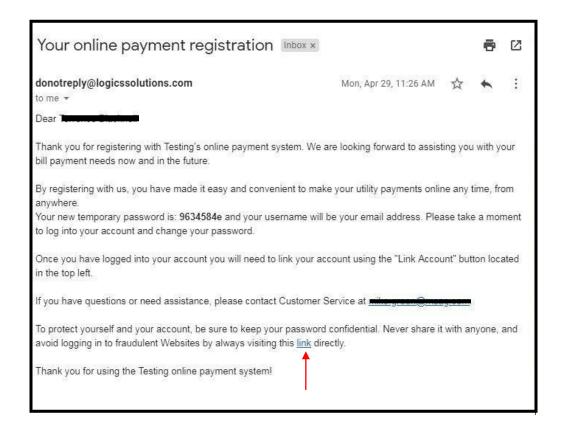# OLBP Register/Link Account Quick Guide

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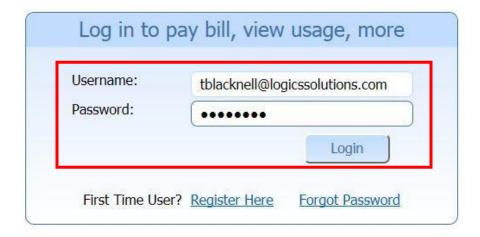

2. Once at the next screen, fill out your First and Last name as well as your email address. Your email will be used to create your profile as well as the place where all password and receipt information will be sent. Click "**Submit**" to have profile created.

3. 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).

4. 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".

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

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".

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.