

## How to set up your Maxwell SUD payment portal account

Go to <https://maxwellsud.azurewebsites.net/> in a web browser.

Click on the **REGISTER** button in the top right or click the **REGISTER HERE** link at the bottom of the Log In box to initiate the Registration Wizard.

### **Step 1: Account Lookup**

Enter your account number as shown on your bill in the Account Number field.

Click the **SEARCH** button.

Once the correct information has been entered you will continue to the next step.

### **Step 2: Verify Account**

The Customer Name and Service Address associated with the account number entered will display. If the information displayed is correct click the **YES, THIS IS MY ACCOUNT** button. If it is not correct click the **I DON'T SEE MY ACCOUNT** button to go back to Step 1.

### **Step 3: Create User**

Continue registration by filling in the 4 fields.

Click the **CLICK HERE TO REGISTER A PORTAL LOGIN** button to complete the registration.

### **Step 4: Registration Complete**

The registered User Name and User Email associated with the account will display.

Click the **LOG IN** link in the bottom right of the box to go back to the portal Log In screen and log in to the account.