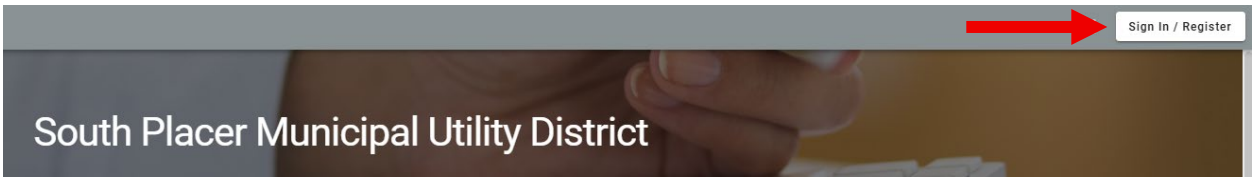
NEW CUSTOMER REGISTRATION

1. Visit: https://www.municipalonlinepayments.com/southplacermudca or scan the QR code.

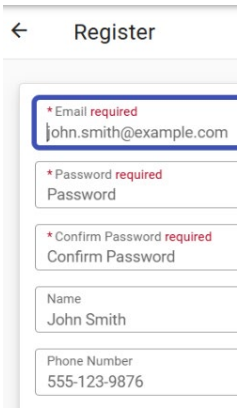
2. In the top right-hand corner of the page, please select the “Sign In / Register” button.



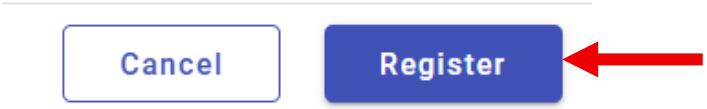
3. Select the “Register” link.



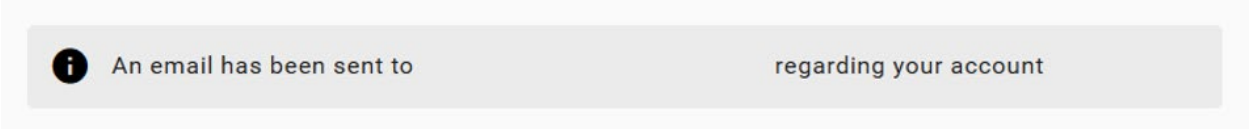
4. Enter the requested information, taking note of which fields are required for registration.



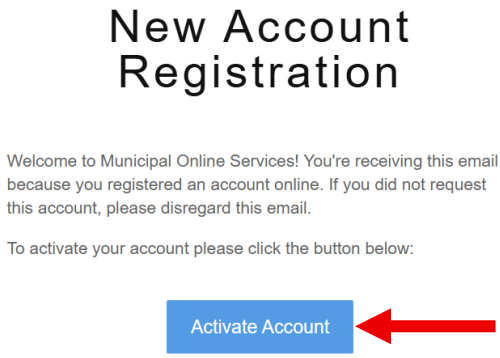
5. Select the “Register” button.



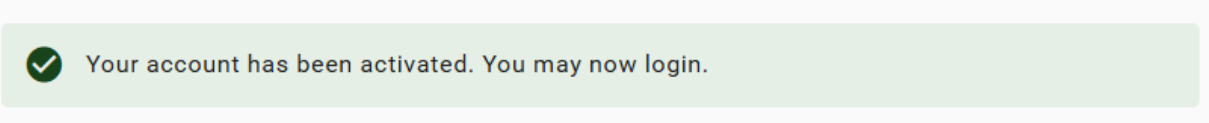
6. Your screen will confirm you have completed the initial registration step and will direct you to your email account for further instructions.



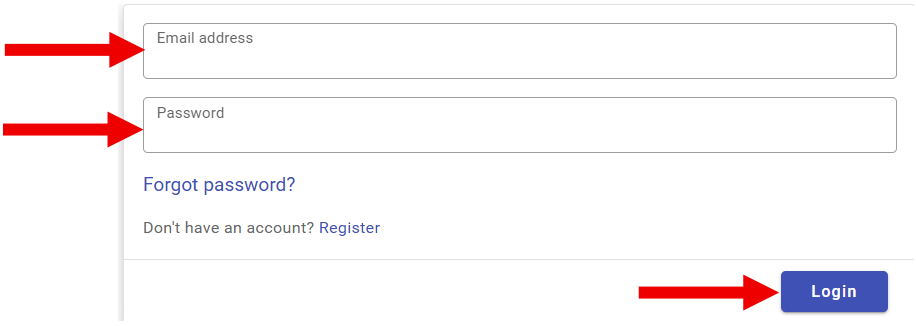
7. You will receive an email to the email address you entered in the registration screen, open the email and select the “Activate Account” button.



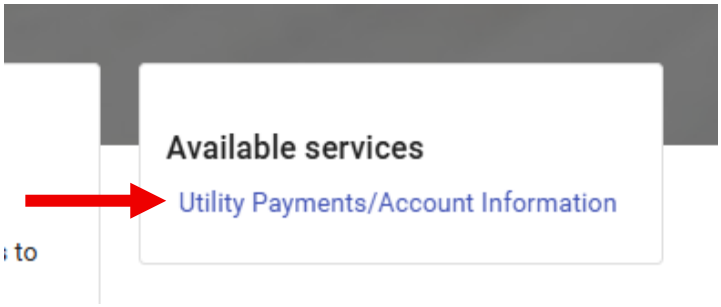
8. You will be directed back to the payment site and your screen will now show a confirmation message that your account is activated.



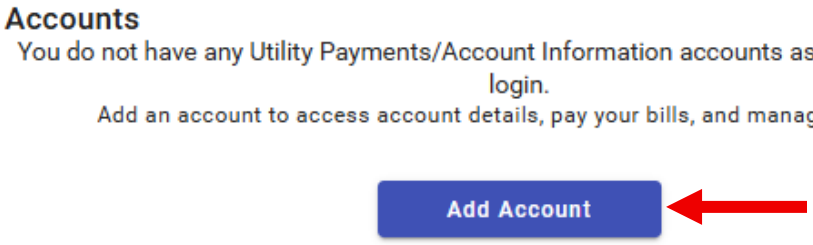
9. Enter in your email address and password, and select the “Login” button.



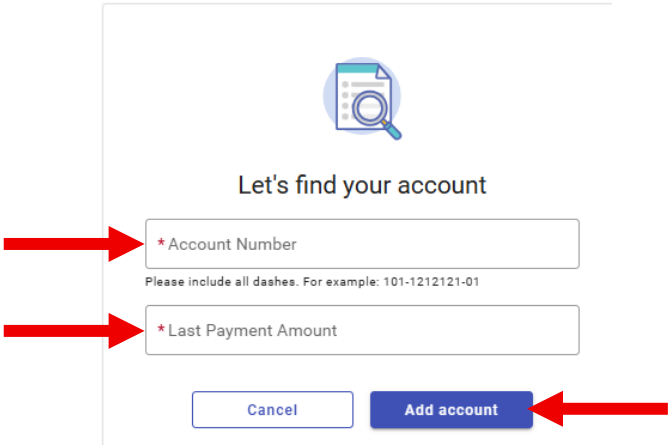
10. One logged in, select the “Utility Payments/Account Information” link.



11. Select the “Add account” button.



12. Enter in your account number, and the last payment amount made to the account, then select the “Add account” button. *The Account Number needs to include the dashes and all of the numbers. For most new customers who have just purchased a property, the last payment amount will be 0.00.*



13. Your account has been created and linked to your billing account! From here you can manage your account, view bills, enroll in autopay, and easily make a payment online at your convenience.