

HOW TO

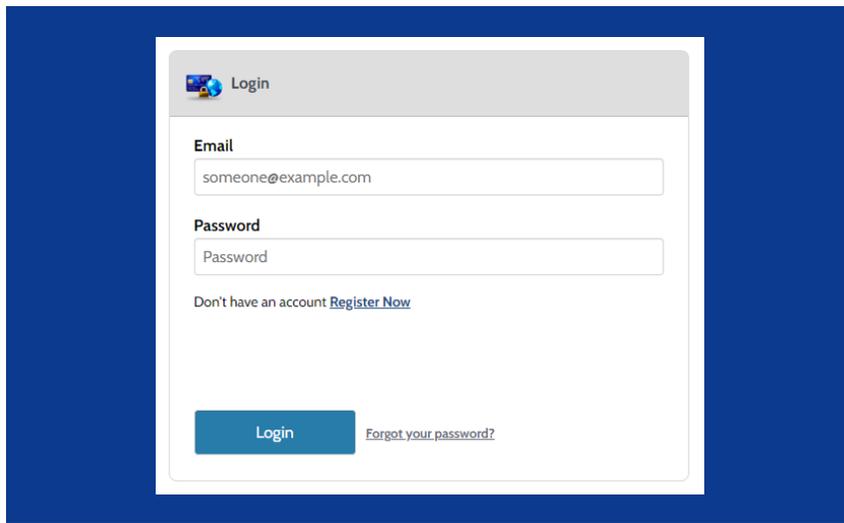
REGISTER A UTILITY BILL PAY ACCOUNT

CITY OF BROKEN ARROW

1

NAVIGATE TO THE BROKEN ARROW ONLINE UTILITY PAYMENT PORTAL.

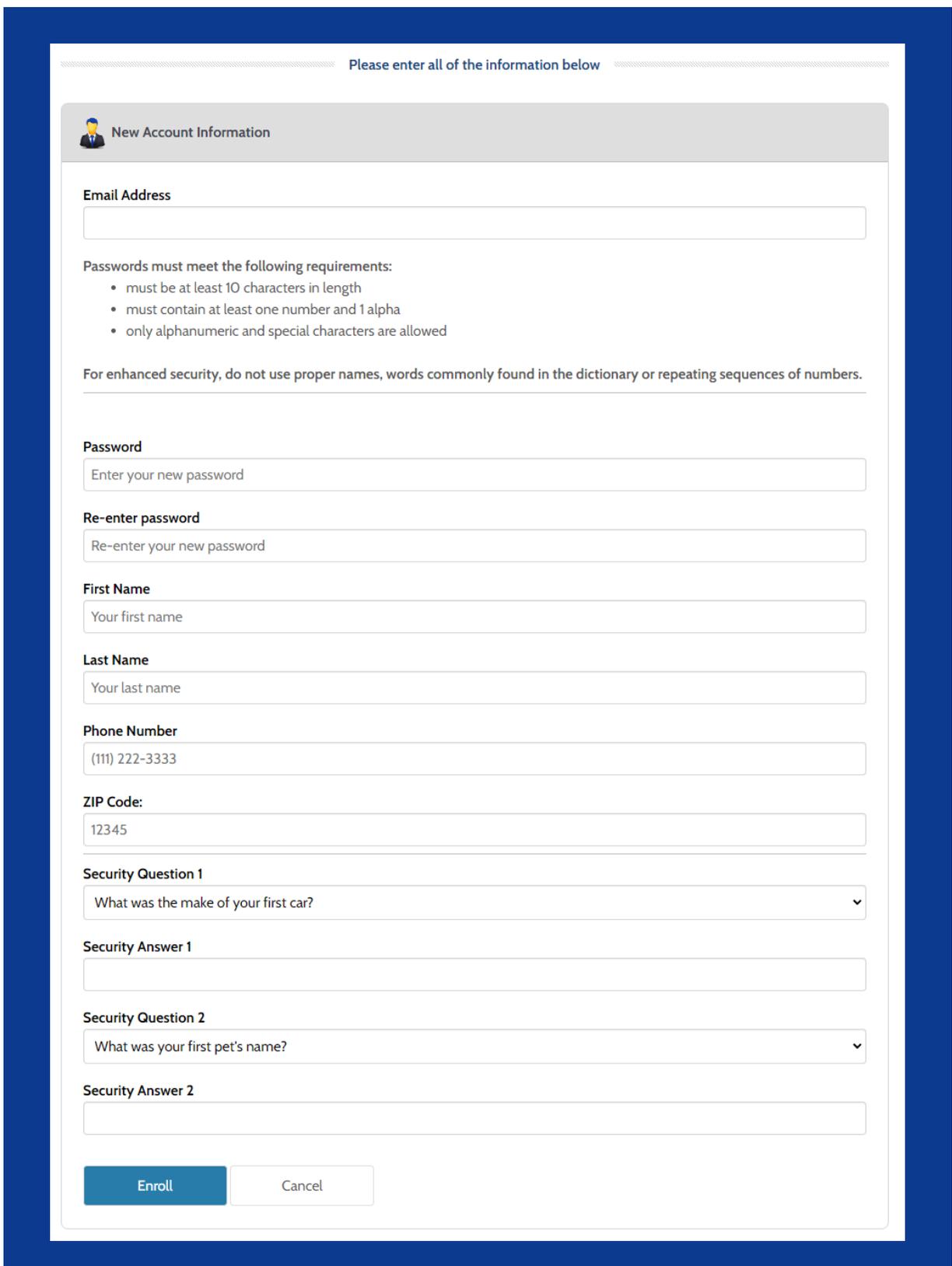
CLICK **'REGISTER NOW'**.



The screenshot shows a login form titled "Login" with a globe icon. It contains two input fields: "Email" with the placeholder "someone@example.com" and "Password" with the placeholder "Password". Below the fields is a link that says "Don't have an account [Register Now](#)". At the bottom, there is a blue "Login" button and a link for "Forgot your password?".

2

ENTER THE REQUIRED FORM FIELD INFORMATION, SELECT AND ANSWER PREFERRED SECURITY QUESTIONS, AND CLICK **'ENROLL'**.



The screenshot shows a registration form titled "New Account Information" with a person icon. At the top, it says "Please enter all of the information below". The form includes the following fields and sections:

- Email Address:** A text input field.
- Passwords must meet the following requirements:**
 - must be at least 10 characters in length
 - must contain at least one number and 1 alpha
 - only alphanumeric and special characters are allowed
- For enhanced security, do not use proper names, words commonly found in the dictionary or repeating sequences of numbers.**
- Password:** A text input field with the placeholder "Enter your new password".
- Re-enter password:** A text input field with the placeholder "Re-enter your new password".
- First Name:** A text input field with the placeholder "Your first name".
- Last Name:** A text input field with the placeholder "Your last name".
- Phone Number:** A text input field with the placeholder "(111) 222-3333".
- ZIP Code:** A text input field with the placeholder "12345".
- Security Question 1:** A dropdown menu with the option "What was the make of your first car?".
- Security Answer 1:** A text input field.
- Security Question 2:** A dropdown menu with the option "What was your first pet's name?".
- Security Answer 2:** A text input field.

At the bottom, there are two buttons: a blue "Enroll" button and a white "Cancel" button.