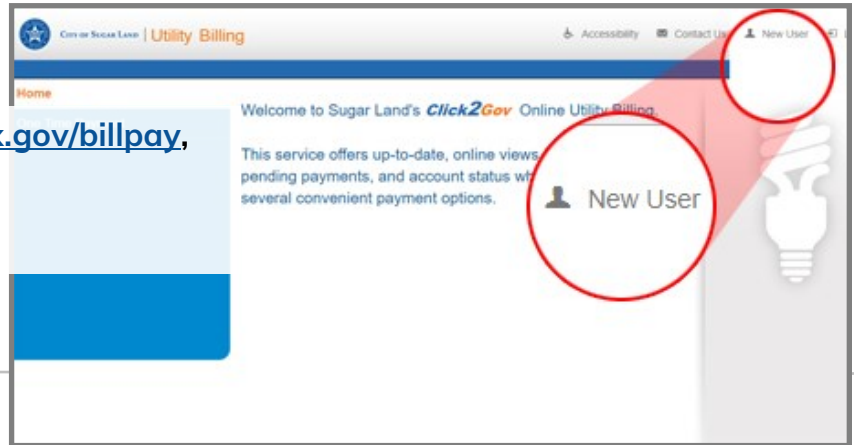


NEW USER REGISTRATION

Step 1

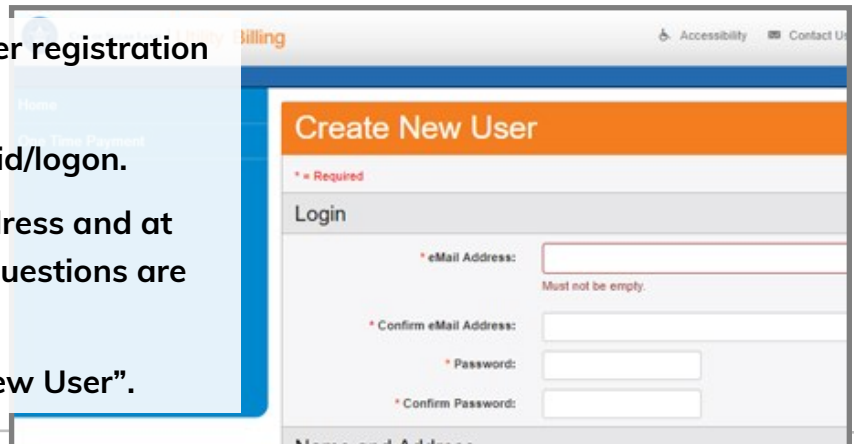
To get started, go to www.sugarlandtx.gov/billpay, and click on “New User”



Step 2

Fill out all required fields in the new user registration form. Please note the following:

- Your email address will be the user id/logon.
- You will also need to enter your address and at least one phone number. Security questions are required.
- Once completed, click on “Create New User”.



Step 3

A confirmation message will appear.

You will then receive an email that contains a link. Click on this link to complete the registration process.

