

# How do I create an account in Customer Portal?

## Description:

This guide will help you create a Customer Portal account with Paymentus. This platform is intended to be used by Consumers to allow them to view their bills, setup paperless settings, bill notifications, schedule payments, make a one time payment, view bills, view payment history, and save payment methods (Wallet).

## Background Information:

Customer Portal accounts are unique by email address. You can link multiple Billing accounts to a given Customer Portal account. The Wallet feature supports multiple payment methods. Customer Portal accounts can be made inactive by the Biller, but cannot be removed.

## Step-By-Step Guide:

- 1) Open your Web Browser to the AMCOBI website and click Pay Online ([www.amcobi.com](http://www.amcobi.com)) .
- 2) Click on the "Register Now" link at the right side of the screen

Paymentus Customer Portal

Make One-Time Payment

Pay Now

Login

Forgot your password?

Paymentus

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- 3) Fill in all the required information on the screen and click the "Enroll" button

Please enter all of the information below

New Account Information

Email Address

Password

Re-enter password

First Name

Last Name

ZIP Code

Phone Number

Security Question

Security Answer

Enroll Cancel

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- 4) You will be taken to a confirmation screen. Click on the "Login to Customer Portal" button

New Account Created

Thank you. You have successfully created an account at ABC Biller.

Email Address	marymccurley@paymentus.com
First Name	Mary
Last Name	McCusley
ZIP Code	12345
Phone Number	(416) 222-1133
What is your zip code?	12345

Login to Customer Portal

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