Create Your S.U.B.S Account

1. Click "Don't have an account? Sign Up" link

2. Fill out the requested information.

    a. First Name
    b. Last Name
    c. Email Address (This will become your username.)
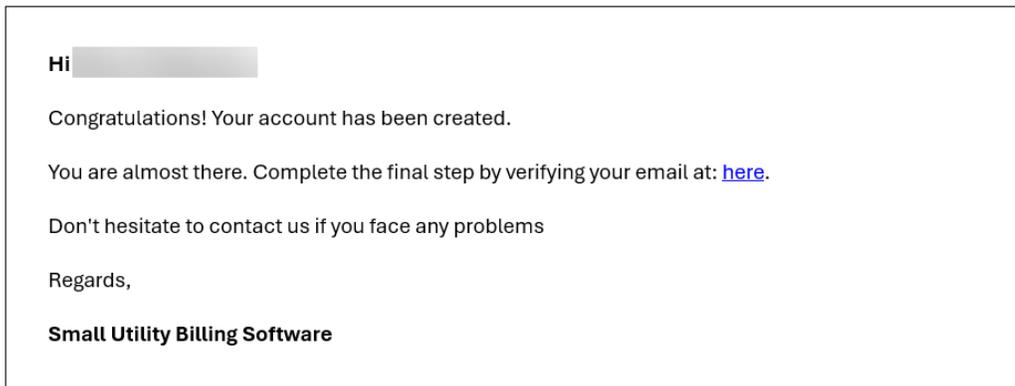   d. Create a Password
    e. Confirm Password

3. Click Sign Up

4. A message will appear informing you to check your email to complete the account creation process.

Sign Up - S.U.B.S.

ⓘ Please check your email to verify your account. If you do not see the email, please check your spam folder.
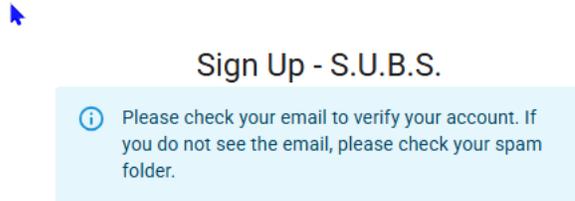
5. Open the email and click the hyperlinked word.

Hi

Congratulations! Your account has been created.

You are almost there. Complete the final step by verifying your email at: here.

Don't hesitate to contact us if you face any problems

Regards,

Small Utility Billing Software

6. You will be diverted back to the S.U.B.S page where you should see a message that your email has been verified.

Email Verified

✓ Your email has been verified. You can now log in.
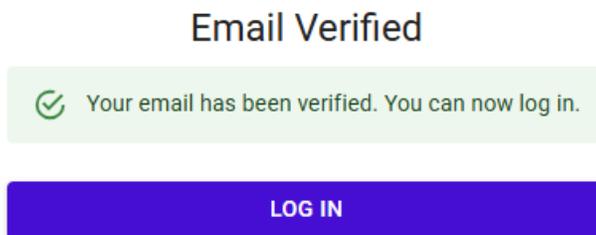
LOG IN

7. Click Log In to access your account