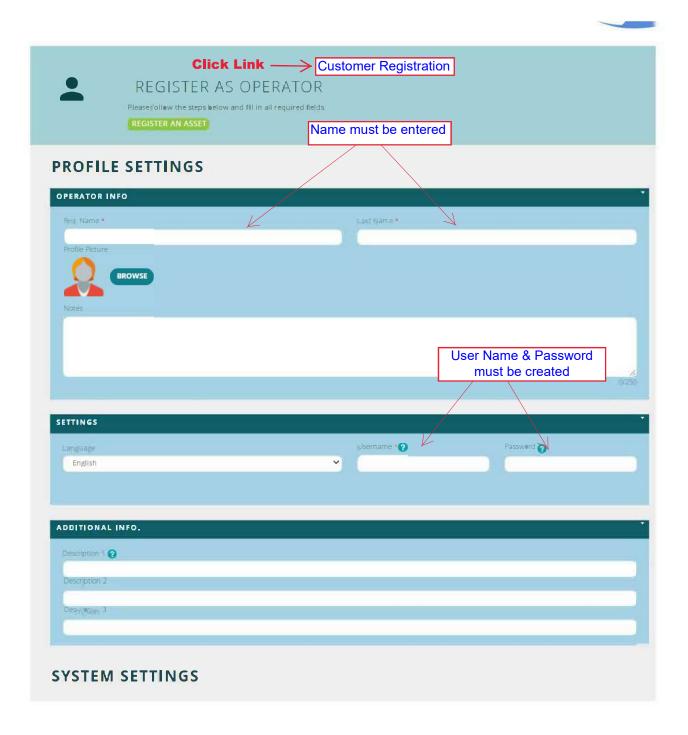
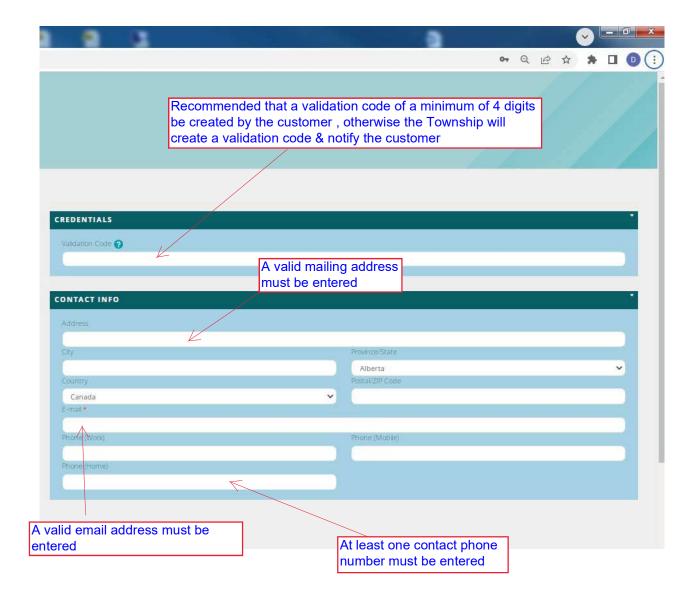




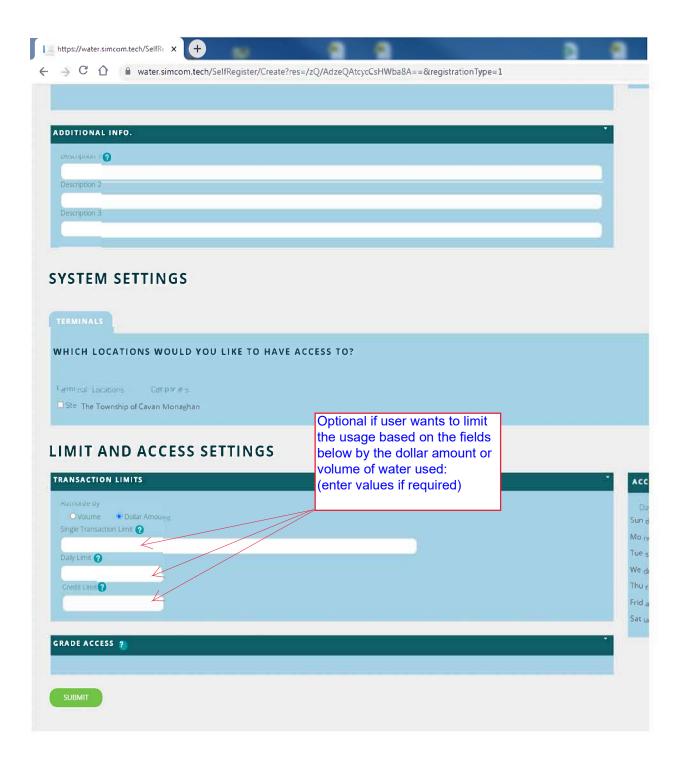
Work Instructions for the Online Computrol Customer Registration



- 1. Click customer registration tab.
- 2. Enter first and last name in operator info field.
- 3. Username and password must be created in settings field.



- 1. Fill validation code field: we recommend that a validation code of a minimum of 4 Digits be created by the customer otherwise the Township will create a validation code & notify the customer.
- 2. In contact info field fill:
 - a) Valid mailing address
 - b) Email address
 - c) Minimum of one contact phone number

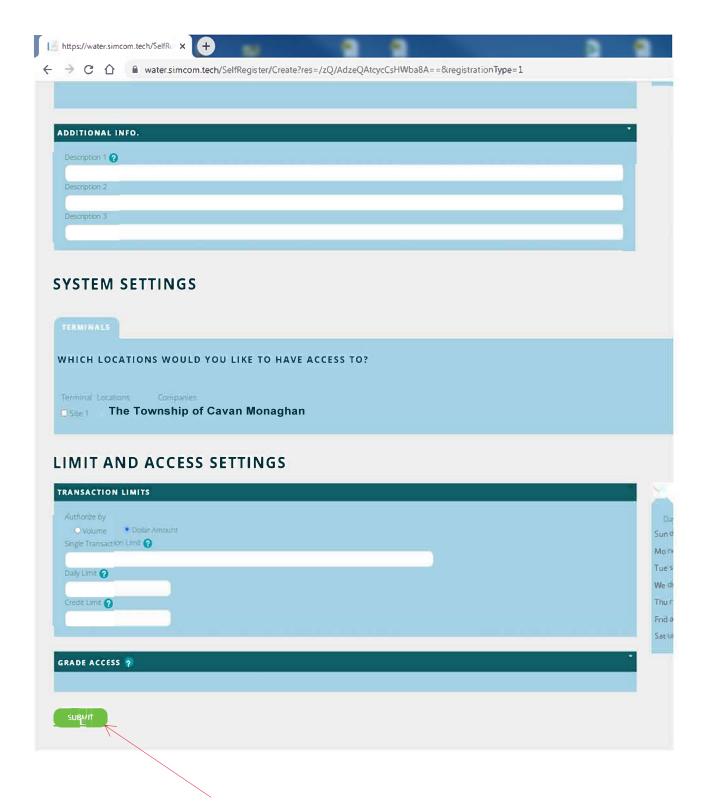


1. The transaction limits field is an option if user wants to limit the usage based on the fields below. Limits may be set by by the dollar amount, or volume of water used: (enter values if required).

			(fill ups) based on the day/s f the day. (enter day/s and	
ACCESS ALLOWE				
				_
Sunday	00:00:00		23:59:59	
Monday	00:00:00		23:59:59	
Tuesday	00:00:00		23:59:59	
Wednesday	00:00:00		23:59:59	
Thursday	00:00:00	7	23:59:59	
Friday	00:00:00		23:59:59	
Saturday	00:00:00		23:59:59	j

1. The access allowed field is optional - if the customer wants to limit the number of

transactions (fill ups) based on the day/s of the week and time of the day. (enter day/s and time limit if required)



Click submit button once all the required information has been filled.

Once submitted please allow 48 hours for the Township to review the customer application. After the customer application has been processed by the Township, the customer will receive a confirmation email with:

- 1. An access code (assigned by the Township)
- 2. A link for Simcom payment site click & follow the instructions in the following section. *** note if the customer does not create a validation code number the Township will create and send the code in the confirmation email***