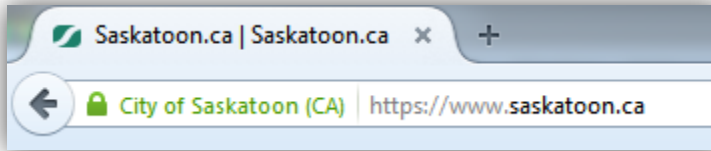


Signing up for My Utility and eBill

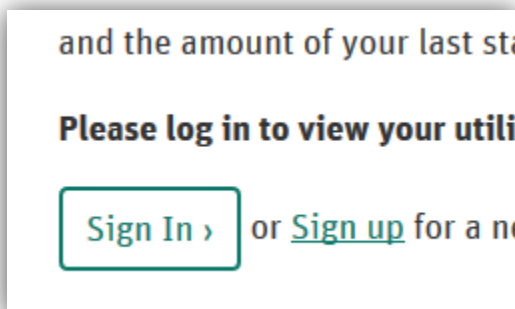
1. Type www.saskatoon.ca into your internet browser



2. Scroll down to “Popular Services for Residents” and click on “View my utility account”



3. Click the “Sign up” link to create a new account.



4. Fill in the required fields on the screen that opens and click “Create Account” when the form is filled.

Your password must contain the following:

- At least *eight* characters
- *One* capital letter
- At least *one* number (e.g. “3”)
- Cannot contain a *dictionary word* (e.g. “mountain” is too weak of a password)

Create Account | Identity Services

To create your account, complete this form:

* Desired Username:

* Email Address:

* Confirm Email:

* Password:

* Confirm Password:

* First Name:

Middle Name:

* Last Name:

Company Name:

Create Account

5. You will receive an e-mail to activate your new account. **Click on the activation link** in the e-mail in order to complete the process. Note you have a limited amount of time to activate your account.

Hello User,

This is an automated email from City of Saskatoon - Identity Services.

Thank you for registering an account with the City of Saskatoon. Your account, 'username', was created, but it is currently inactive. To activate your account, click this [activation link](#).

If you cannot click the link, then paste this address into your browser's address bar:

[http://apps2.saskatoon.ca/lapp/IDSrvAnon/AcctActivate.aspx?s=dDao4%2bkDNwZjZyLEizNZYPegpZc36LGdM2jkuOoQZ43M44G2G24t4y2fYtYSxmnPosp%2bDAfQ5e7C6niAIGBm6gMcxf6fWGv8lZk%2bcV%2fjDE4fyK1aqGgvwU8Jd92K0CS%2blhg%3d%3d%3d&u=XMxYUQZ0d9KqJ8Nen8qUQ5t74pKtwtpDwhXqlrN6YBW2bXyxaF9CnM5o&d=tsJhuGCZ6FzFXVsZG3GvgBycFrCqNdRfkzl2fBdhOTXd4Q%3d%3d](http://apps2.saskatoon.ca/lapp/IDSrvAnon/AcctActivate.aspx?s=dDao4%2bkDNwZjZyLEizNZYPegpZc36LGdM2jkuOoQZ43M44G2G24t4y2fYtYSxmnPosp%2bDAfQ5e7C6niAIGBm6gMcxf6fWGv8lZk%2bcV%2fjDE4fyK1aqGgvwU8Jd92K0CS%2blhg%3d%3d&u=XMxYUQZ0d9KqJ8Nen8qUQ5t74pKtwtpDwhXqlrN6YBW2bXyxaF9CnM5o&d=tsJhuGCZ6FzFXVsZG3GvgBycFrCqNdRfkzl2fBdhOTXd4Q%3d%3d)

You must activate the account by: 3/11/2015 4:17:06 PM

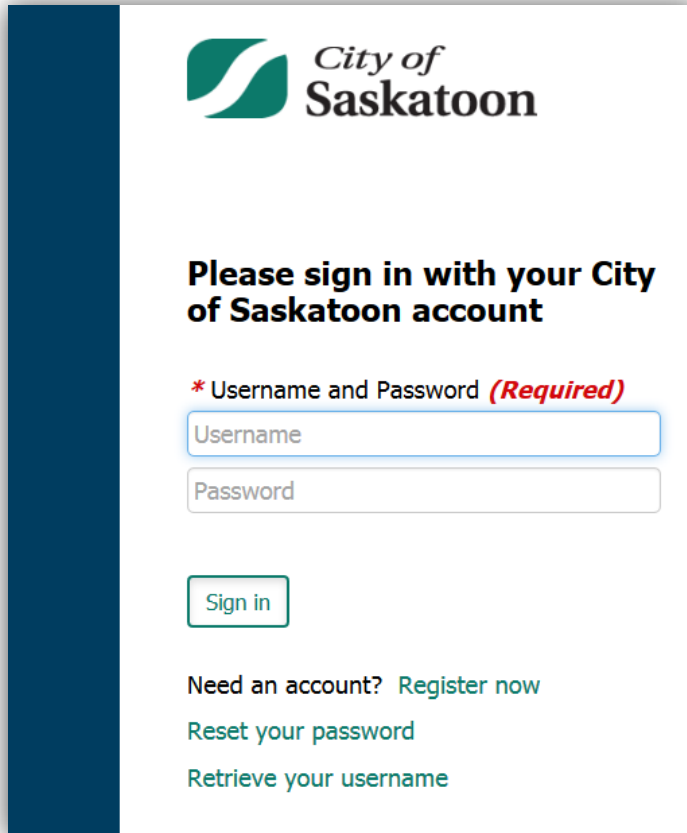
6. Follow steps 1 & 2 to get back to the Sign In page. You can also bookmark the page that has the “Sign In >” button below. **Click “Sign In >”**

and the amount of your last sta

Please log in to view your utili

[Sign In >](#) or [Sign up](#) for a ne

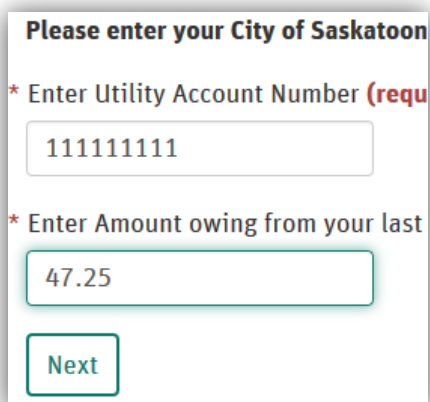
7. Enter the username and password you just created.



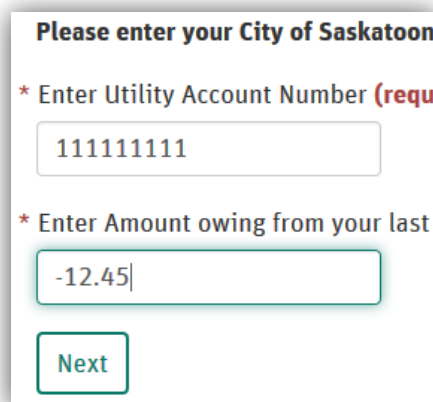
The image shows the City of Saskatoon login page. It features the City of Saskatoon logo at the top left. Below the logo, the text "Please sign in with your City of Saskatoon account" is displayed. Underneath, there is a red asterisk followed by the text "Username and Password (Required)". Below this, there are two input fields: "Username" and "Password". A "Sign in" button is located below the password field. At the bottom, there are three links: "Need an account? Register now", "Reset your password", and "Retrieve your username".

8. Enter the “**Total Amount Due**” from your most recent utility bill without dollar signs. If the amount was a credit, enter a “-” before the number. **Click “Next”**. **If you haven't received a utility bill, enter "0" as the total amount.**

If you do not have this information, please call 306.975.2400 and a Customer Service Representative will verify you and provide you with this information.



The image shows the City of Saskatoon payment page. It features the text "Please enter your City of Saskatoon" at the top. Below this, there is a red asterisk followed by the text "Enter Utility Account Number (requ". Below this, there is an input field containing the number "111111111". Below the input field, there is a red asterisk followed by the text "Enter Amount owing from your last". Below this, there is an input field containing the number "47.25". At the bottom, there is a "Next" button.



The image shows the City of Saskatoon payment page. It features the text "Please enter your City of Saskatoon" at the top. Below this, there is a red asterisk followed by the text "Enter Utility Account Number (requ". Below this, there is an input field containing the number "111111111". Below the input field, there is a red asterisk followed by the text "Enter Amount owing from your last". Below this, there is an input field containing the number "-12.45". At the bottom, there is a "Next" button.

9. Confirm the customer linked to the account and click **“Submit”**.

* Confirm Customer linked to this account: **(required)**

☐ username 1

☐ username 2

[<< Back](#) [Submit](#)

10. To sign up for eBill, click on the **“eBill Signup”** link on the left side of the screen.

Power & Water

My Utility Account

- Utility Payment Information
- Connect or Disconnect Service
- Reading Your Meter
- eBill Signup**
- Utility Account Summary
- Utility Consumption Summary
- Utility Consumption & Charges
- Utility Equalized Payment Plan
- Utility Payments & Credits

11. Fill in your e-mail address and confirm it on the next screen. Click “Submit” when you’ve confirmed the changes.

Customer Name: username

* Email Address (required)

username@email.com

* Confirm Email Address (required)

username@email.com

Account	Service Address	eBill Signup	eBill Remove
111111111	123 Address Street, Saskatoon	☒	☐

Signup all › Remove all › Submit

12. You’ll be taken back to the eBill Sign Up screen and the email you entered will be in the first e-mail field.