## 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) .

2) Click on the "Register Now" link at the right side of the screen

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Make One-Time Payment	s Login
Pay your bill in 3 easy steps without registering. All you need is your account number from your paper bill.	Email someone@example.com
Payments made prior to midnight will be posted to your account next day. Payments made after midnight will be posted within 48 hours. For each payment, you will receive a confirmation number for	Password Password
your records.	Don't have an account <u>Register Now</u>
Pay Now	Login Eorgot your password?
Paym	ientus

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

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Paymentus Customer Portal		
	Please enter all of the information below	
	🚨 New Account Information	
	Email Address	
	Personshine extremt for following registrators: - match and and a favoration a trapping of the second seco	
	Parvoid Core you rea parent	
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	Text News New Feet news	
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	28° Code 12345	
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	Security Question 1 What is your sign code?	
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4) You will be taken to a confirmation screen. Click on the "Login to Customer Portal" button

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Payment	US Customer Portal				
	New Account Created				
	Thank you. You have successfully created an account at ABC Biller.				
	Imail Address	marymccurley@paymentus.com			
	ïrst Name	Mary			
	last Name	McCurley			
	IIP Code	12345			
	Phone Number	(416) 222-1133			
	What is your zip code?	12345			
	Login to Customer Portal				
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