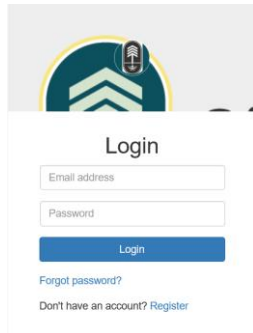


Municipal Online Services Registration Instructions

WEB ADDRESS: www.municipalonlinepayments.com/tuttleok

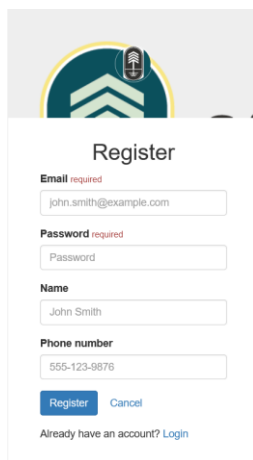
FOLLOW THE STEPS BELOW TO REGISTER FOR A MEMBER ACCOUNT

1. On the Online Services Payment home page, click REGISTER to display the Register panel



The screenshot shows the 'Login' panel. At the top is a logo with a stylized 'M' and a tree. Below the logo, the word 'Login' is centered. There are two input fields: 'Email address' and 'Password'. Below these fields is a blue 'Login' button. At the bottom, there are two links: 'Forgot password?' and 'Don't have an account? Register'.

2. Click REGISTER at the bottom of the panel



The screenshot shows the 'Register' panel. At the top is the same logo as in the previous screenshot. Below the logo, the word 'Register' is centered. There are four input fields: 'Email' (with a red asterisk and 'required' text), 'Password' (with a red asterisk and 'required' text), 'Name', and 'Phone number'. Below these fields are two buttons: 'Register' (blue) and 'Cancel' (light blue). At the bottom, there is a link: 'Already have an account? Login'.

3. In the **EMAIL** field, enter an email address. This email address is the USER'S LOGIN.
4. In the **PASSWORD** field, enter a password that is at least 6 characters long.
TIP: Secure passwords are at least 6 characters long, include capital and lowercase letters, include at least 1 number, and include at least 1 special character (! . @ # , / etc)
5. Complete the remaining fields as required.
6. Click **REGISTER**. The user receives a confirmation email to confirm the email address is correct.
7. Click the link **ACTIVATE ACCOUNT** in the email message to activate the account.
8. The link also returns the user to the Login Page for the online services site. Log in using the email address and password.