To set up an online account to pay your bill please go to <u>www.lagrangeremc.com</u>





Then our *Member Service Center* web page will then open.



Hover your mouse over <u>My Account</u>, then select <u>Create User ID.</u>



The Create User ID screen will appear, select Continue

## Now you will see that you will need the following information:

Member Service Center
Payments → My Account My Usage My Alerts
Friday, September 09, 2016
You are here: My Account + Create New User Login
You have chosen to create a new user ID. After successfully creating your user ID, you can access your account(s) either by your account number or user ID.
Account Number: Your account number is printed on your bill. You must enter this number to access information on this site. If your account number includes a '-', it should be removed. For example, if the account number on your bill is 12345-001, you should enter either 12345 or 12345001 in the account number field.
Telephone Number: The last four digits of your home telephone number.
User ID: Your User ID must be between 1 and 30 characters long and contain at least one non-numeric character.
E-Mail: Please enter a valid e-mail address.
Confirm E-Mail: Please re-enter a valid e-mail address for confirmation.
Social Security Number: Please enter the last 4 digits of your social security number for verification.
Password: You must have a valid password in order to access your account(s). Choose a password, and the password must be between 1 and 10 characters long.
Confirm Password: Please re-enter password for confirmation.
Password Hint: If you have forgotten your password, you can choose a Password Hint that would be displayed on Forgot Password page.
Activation: Once you submit valid data and your User ID is created, you can login with your User ID.

## \*Required Fields.

Account Type :	Residential	Commercial			
*Account Number:		(digits only)	*First Name:		
*Telephone Number:		(last 4 digits only)	Middle Name:		
*User ID:			*Last Name:		
*E-Mail 1:			*Password:		
*Confirm E-Mail 1:			*Confirm Password:		
E-Mail 2:					
Confirm E-Mail 2:					
*SSN/Federal Tax ID:		(last 4 digits only)			
				Submit	Reset

Once you have filled in the necessary information, select submit.

\*Please Note: if your account has a Business/Federal Tax Payor ID associated with it you will need to changed the 'Account Type' to COMMERCIAL.



You will arrive to the customer login screen. Sign in using your User ID and password that you created.



This is what your account home page will look like when you have signed in to your Online Account.

Under the Payments tab you can:

- Make a Payment
- Set up on Auto-Pay
- Create and/or edit your payment profile.

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On the go? Take us with you!   Away from home or just looking for convenience, our   new Mobile Apps and Mobile Website will Keep you connected.   Coming Soon to the App Store and Android Market   Member Service Center   Payments My Account   My Usage My Alerts	
Make Payment 1, 2016 You are logged in as:	
Auto-Pay Portal Logout	
Payment Profile	

Under the My Account tab you can view your

- account profile
- e-notifications
- change password.



Under the My Usage tab you can view:

- Bill History
- Payment History

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On the go? Take us with you!   Away from home or just looking for convenience, our   new Mobile Apps and Mobile Website will keep you connected.   Coming Soon to the App Store and Android Market   Member Service Center	
Payments   My Account   My Usage   My Alerts	
C Friday, September 09, 2016 Billing History You are logged in as:	
You are here: Customer Portal Payment History Logout	

under the My Alerts tab you can view:

• One or multiple accounts depending on the number of accounts that you have

## Subscribe/ Modify for Alerts and Reminders •

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tps://billing.lagrangeremc.com	/oscp/AlertsRemindersSubsr	ciption/tabid/203/Defau	t.aspx			
Payments My Account	My Usage My Alert	s				
( Monday, September 12, 2016					You are	ogged in as:
You are here: My Alerts + Alerts & Re	minders Subscription					Logout
Selected Account						
Action Account Na	ame Status	Service Address	Meter Due D	ate		Account Balance
E-mail Address: Confirm E-mail Address:		]	Profile Name		E	Smart Devices
Mobile Number:						
Select alerts & reminders preference Please select preferences for alerts b	s: & reminders which can be modified	later if required by re-visiting	this page.			Ţ
Alert Type	Description			Text Message	Email	Push Notification
Due Date Reminder	Remind me Select 🔻 da	y(s) before.				
Past Due Date Reminder	Alert me when due date has p	assed.				
Account Profile Change	Alert me when the profile is up	odated.				
Returned Check Alert	Alert me when a check is return	med or rejected.				
Payment Confirmation	Send me a confirmation when	a payment is submitted.				
High Energy Usage Alert	Alert me when my daily energy	y usage reaches \$				
Arrangement Installment Due	Remind me Select 🔻 da	y(s) before the due date.				
		Submit				