Signing up for the Green Valley – Glenwood PSD Customer Portal

By signing up for the *Green Valley* – *Glenwood PSD Customer Portal* you will be able to view, print, and pay your bills online. You will also be able to view your bill, payment, and usage history.

1 Go to the following website:	<u>https://gvgwpsd.authoritypay.com</u>
	Log In
2 Click on <i>Create a</i>	Not registered? Get started today. All you need is your account number and CID from your bill. <u>Create a new account?</u>
3 Enter your Account Number and CID which can be found on your bill. You will also need to enter a valid email address and password.	First Name Account Number CID Email Address Confirm Email Address Password Confirm Password
Click Create Account –	Create Account

A Registration Confirmation window will appear. No action is needed on this window. The Verification Email will only be active for <u>4 Hours</u> and will require you to verify your email within that 4 hour time window.

You have successfully registered your account. A verification email has been sent to your email address. Please check your inbox. The verification email will expire in 4 hours. You must verify your account before you can sign in.

You will also receive an email confirmation. You must <u>click on the link</u> provided in this email to complete your enrollment.

Hello John Doe,

Follow the link below to verify your email and finish your account registration:

https://gvgwpsd.authoritypay.com/user/verify-registration?token

6

After clicking on the verification link embedded in the email, you will be re-directed to the Account Verification screen. Click on the green <u>'Click to Verify</u>' button to complete verification.



7

You should now see a green message confirming verification was successful. Now you can then re-enter your email and password and select **Login** to access your Customer Portal Account.

Your account and email have been verified. You can now login to manage your account.

Existing Customers	
Email Address	
johndoe@example.com	
Password	
•••••	
Forgot Password?	
Not Registered?	
Login	

5