



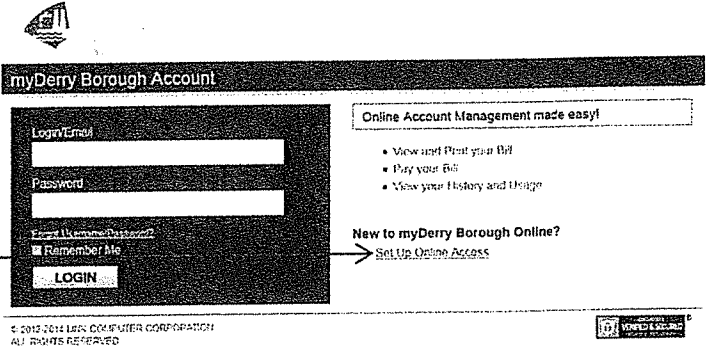
## Signing up for the Customer Portal

By signing up for the Derry Borough Municipal Authority *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.

Steps to sign up for the Customer Portal:

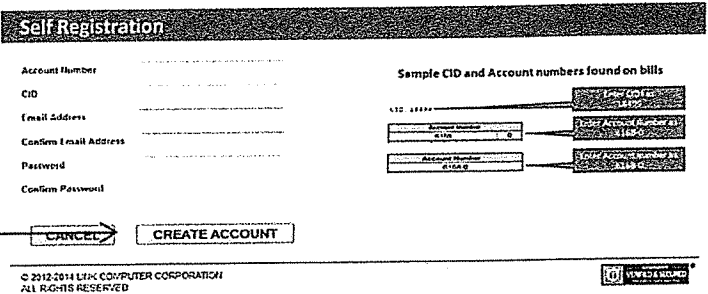
1 Go to the following website:

<https://derryboro.authoritypay.com>



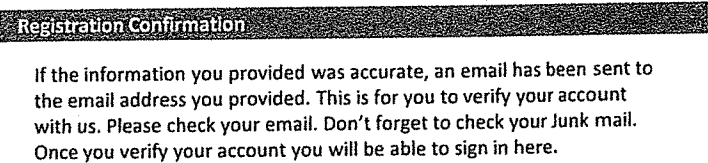
2 Click on *Set Up Online Access*

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.



4 Click *Create Account*

A Registration Confirmation window will appear. No action is needed on this window.



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

Congratulations! You've successfully registered your account online and are now 1 click away from being able to pay your bill and review your monthly usage from your home computer.

Please verify your account and this email by following the link below.

<https://derryboro.authoritypay.com/index.php/verify/c8897dsfdds90810>

6 You can then click on the link to take you to the Portal Log In Page

Your request and account has been verified. Please sign in with your credentials to access your account. Thank you.

[Click Here to go to the Login Page](#)