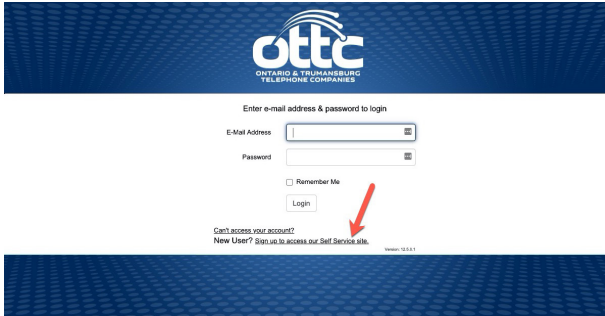


Step 1: From the OTTC login screen, click on “Sign up to access our Self Service site”.



Step 2: Enter the following information:

- Your account number
- Your last name or business name as it appears on your bill
- The email you want to use for your OTTC account

Then click Submit

New User Registration

To register as a new user, please enter the following information.

Billing Account Number

Last Name or Business

E-mail Address

Confirm E-mail Address

Step 3: Enter the requested account information in order to verify your identity. Answers must match account info exactly.

Then click Submit

New User Registration

To register as a new user, please enter the following information.

Billing Account Number

Last Name or Business

E-mail Address

Confirm E-mail Address

Please answer the following about the account that you are trying to register in order to protect you against identity theft.

Mailing ZIP Code:

Please choose from the Secret Hint Questions below to answer. We may ask you to answer these if you forget your login credentials.

Security Question 1
WHAT WAS THE NAME OF YOUR FIRST PET?

Security Question 2
WHAT IS YOUR FAVORITE COLOR?

I'm not a robot

Step 4: If successful, you'll get a notification like this.

Congratulations!

Your registration is complete. You will receive an e-mail with a temporary password. Use it to login and change your password.

Step 5: Check your inbox for an email that will contain your temporary password you need to first login to your account.

Your temporary password is:

Step 6: The first time you login, you'll be asked to change your password.

Please change your password

E-Mail Address

Current Password

New Password [Password Strength:](#)

Confirm Password

8-character minimum; 15-character maximum; at least one uppercase letter; at least one numeric character; at least one special character

Step 7: On the next screen you have the option to activate paperless billing.

Paperless Bills

Would you like to turn off paper bills? Yes No

Please note that this will apply to all accounts registered with this email address.

Step 8: The last step is to set up your security phrase. Enter your 5 digit phrase and click the **SAVE** button

