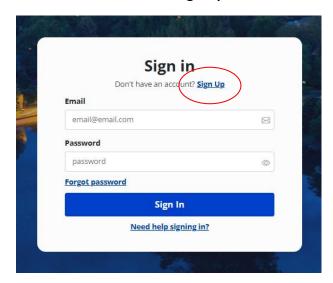


Steps to Sign Up for Your New Greeley Utility Portal Account

- 1. Locate your most recent Greeley water utility bill (mailed to you after 11/17/25).
 - This will contain your NEW account number.
- 2. Go to Utility-Portal.GreeleyCO.gov
 - Click on the blue Sign Up link.



3. Enter the following information:

• NEW Account Number

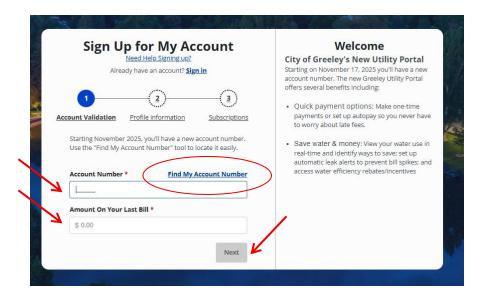
Your new account number will be printed in the top left corner of your most recent water utility bill (mailed to you after 11/17/25). If you need help locating your new account number, click **Find My Account Number**.

• Amount of Your Last Bill

Enter the amount of your most recent water utility bill.

NOTE: You must fill out both fields to verify your account.

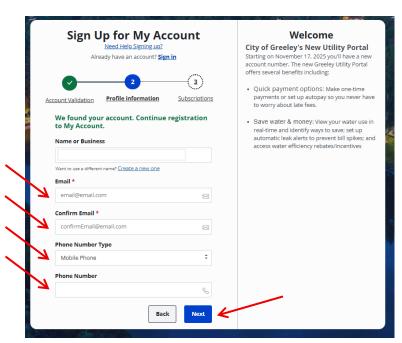
Click "Next"



NOTE: If the system cannot verify your account, please contact a City of Greeley Customer Care Representative at (970) 350-9811 or email <u>utility.billing@greeleygov.com</u> for assistance.

4. Create your profile.

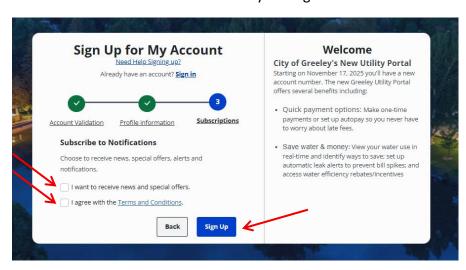
- Name or Business will auto populate.
- Enter the following:
 - Email
 - o Confirm Email
 - Phone Number Type
 - Phone Number
- Click "Next"



5. Subscribe to notifications.

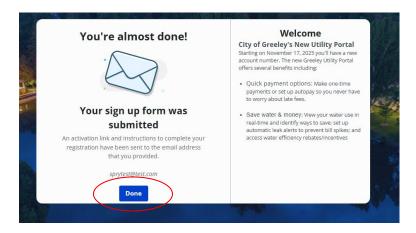
- OPTIONAL: Check the box to receive news, special offers, alerts and notifications.
- REQUIRED: Check the box stating you agree with the Terms and Conditions.
- Click "Sign Up"

This will send an activation link to your registered email address.



• Click "Done"

This will send an email validation link to your registered email address. You can close out of this browser window.

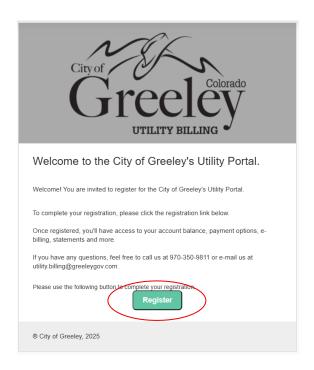


6. Validate your email address.

• Go to your inbox: open the email and click the "Register" link.

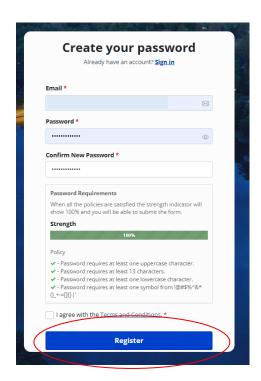
Once you've clicked the link to complete your registration, you will be logged into the Greeley Utility Portal.

NOTE: Please complete the registration right away to prevent the validation link from expiring.



7. Create your password.

- Create and confirm your new password.
 Your email address will auto populate.
- Check the box stating you've read and agree to the Terms and Conditions.
- Click "Register"



8. Take a quick tour of the portal.

- Learn how to:
 - o Pay bills
 - o Set up autopay
 - o View your water use
 - Access rebates and incentives