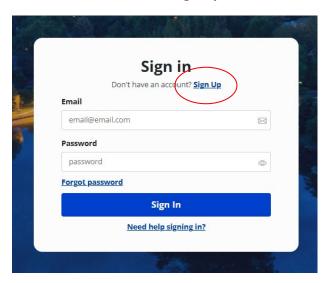


Steps to Sign Up for Your New Greeley Utility Portal Account

- 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

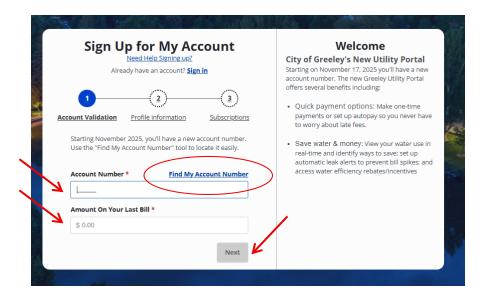
Your new account number will be printed in the top left corner of your most recent water utility bill (mailed to you after 11/17/25). If you need help locating your new account number, click **Find My Account Number**.

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.

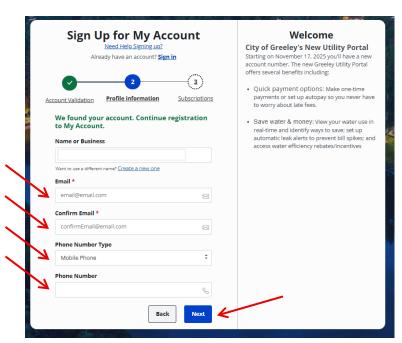
Click "Next"



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.

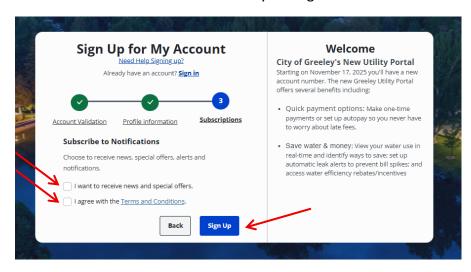
- Name or Business will auto populate.
- Enter the following:
 - Email
 - Confirm Email
 - Phone Number Type
 - Phone Number
- Click "Next"



5. Subscribe to notifications.

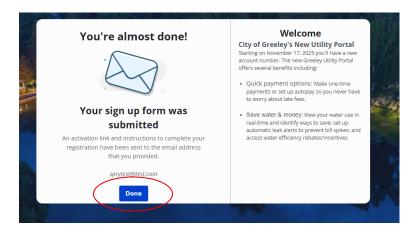
- OPTIONAL: Check the box to receive news, special offers, alerts and notifications.
- REQUIRED: Check the box stating you agree with the Terms and Conditions.
- Click "Sign Up"

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.

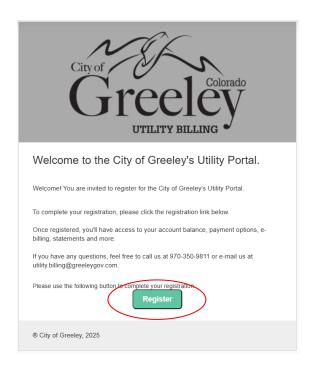


6. Validate your email address.

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

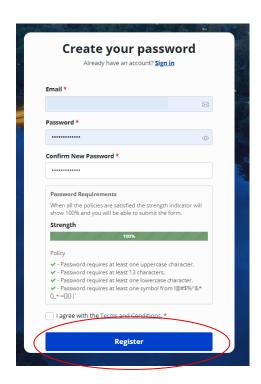
Once you've clicked the link to complete your registration, you will be logged into the Greeley Utility Portal.

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