



CITY OF LEBANON AUTHORITY
Utility Access Portal
Quick Start Guide

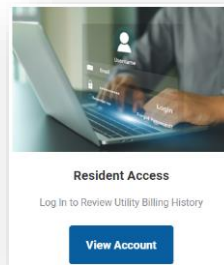


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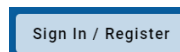
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Create A Portal Account

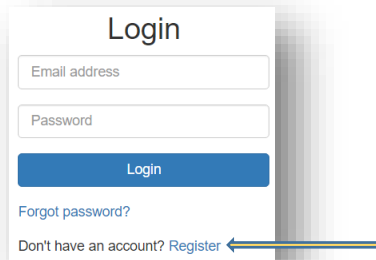
1. On the City of Lebanon Authority Home Page, click [View Account](#) under Resident Access:



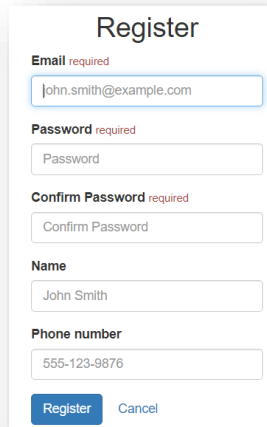
2. Click [Sign In/Register](#) to create a Portal account.



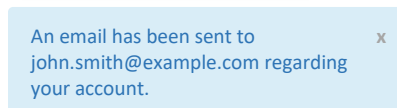
3. Click [Register](#) to create a Portal account.



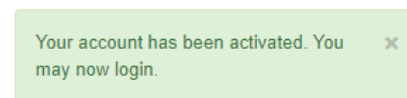
4. Complete the registration information and click [Register](#).



5. A message will appear on the Login screen.

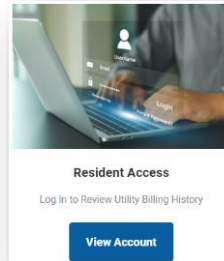


6. Log into your email account, open the email from noreply@municipalonlinepayments.com with subject "New Account Registration," and click [Activate Account](#) to activate the account.

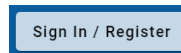


Logging Into Your Portal Account

1. On the City of Lebanon Authority Home Page, click [View Account](#) under Resident Access:

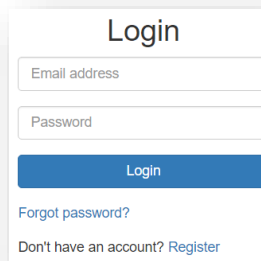


2. Click [Sign In/Register](#) to Sign In.



3. Enter your portal email address and password and click [Login](#).

(If you forgot your password, click [Forgot password?](#) Follow the prompts to reset your password.)

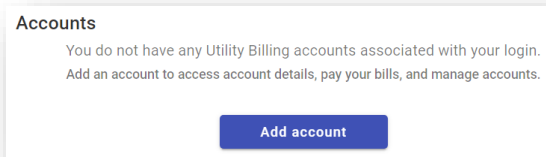


Adding Your Utility Account To Your Portal Account

1. After logging into the portal, the home page will be displayed. Click [Utility Billing](#).



2. Click [Add account](#) to add your utility account.



3. Enter the following information using your utility bill:

Service Location	Bill Number	Acct # - Customer #	Current Due Date	Total Due
123 SAMPLE DRIVE LEBANON, PA 17042-0000	10101010	555555 - 666666	7/31/2024	\$92.83
				After Due Date
				\$97.47

- Account Number
- Customer Number
- Last Bill Number

Let's find your account

* Account Number
55555
Enter only the numbers before the dash.

* Customer Number
66666
Enter only the numbers after the dash.






* Last Bill Number
10101010

Cancel Add account

4. Click [Add account](#).


Utility Billing Services

Once you have your utility account(s) connected to your portal account, you will be able to view various details about your account(s) as well as print utility bills.

-  **Home** – Provides a quick summary of all of the accounts linked in the portal.
-  **Manage accounts** – Add or remove utility billing accounts as needed.
-  **Account detail** – Provides account summaries, metered service information and access to bills both present and past.
-  **Transactions** – Provides a history of account transactions including payments, bill charges and penalties.
-  **Consumption** – Provides a 2-year consumption history on the current meter.

Payment Portal Link

Information



Office hours are Monday through Friday from 8:30 AM to 4:00 PM.

[Paymentus Payment Portal](#) ←

IVR: 1-833-339-3578

Authority Website Link

