## **NEW USER INSTRUCTIONS**

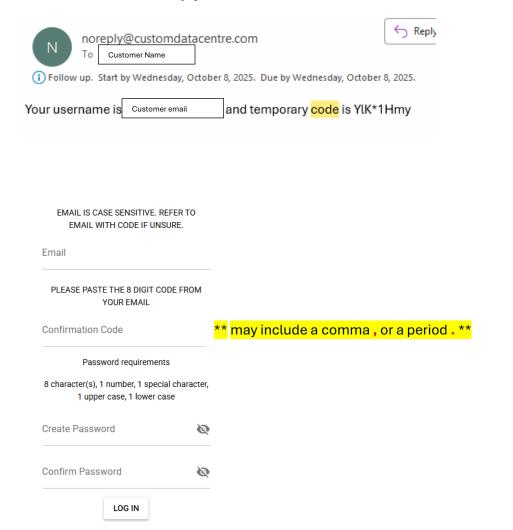
AFTER we activate you in our billing system, you will receive two emails.

- 1. East Smoky Gas Welcomes you to the billing portal from gasbilling@customdatacentre.com
  - The Link to the portal is in this email

East Smoky Gas Co-op Ltd. welcomes you to the Gas Billing Portal! D Inbox x

## gasbilling@customdatacentre.com to me ▼ You will receive an email with the subject: Your Verification Code. Please go to this website: <a href="https://portal.gasmanager.ca/#/NewLogin">https://portal.gasmanager.ca/#/NewLogin</a> Select New User. Enter your own password and then paste the code from your email.

- 2. Your Temporary Code
  - The user's login name/email and confirmation code to login is in this email from noreply@customdatacentre.com



## **FORGOT PASSWORD INSTRUCTIONS**

Go to portal.gasmanager.ca and click FORGOT PASSWORD.

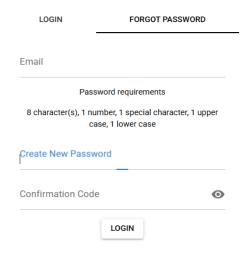
Enter your email and click Send Code. DO NOT CLOSE THIS WINDOW.



If successful, you should see this popup message and receive an email:

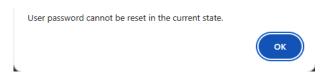


The webpage should update and look like this:



Enter your password and paste the confirmation code from your email.

If you receive this message:



You have not forgotten your password, you are still a new user. Find your email containing your confirmation code and click the New User button or contact the Gas Co-op for assistance.

NEW USER? CLICK HERE.