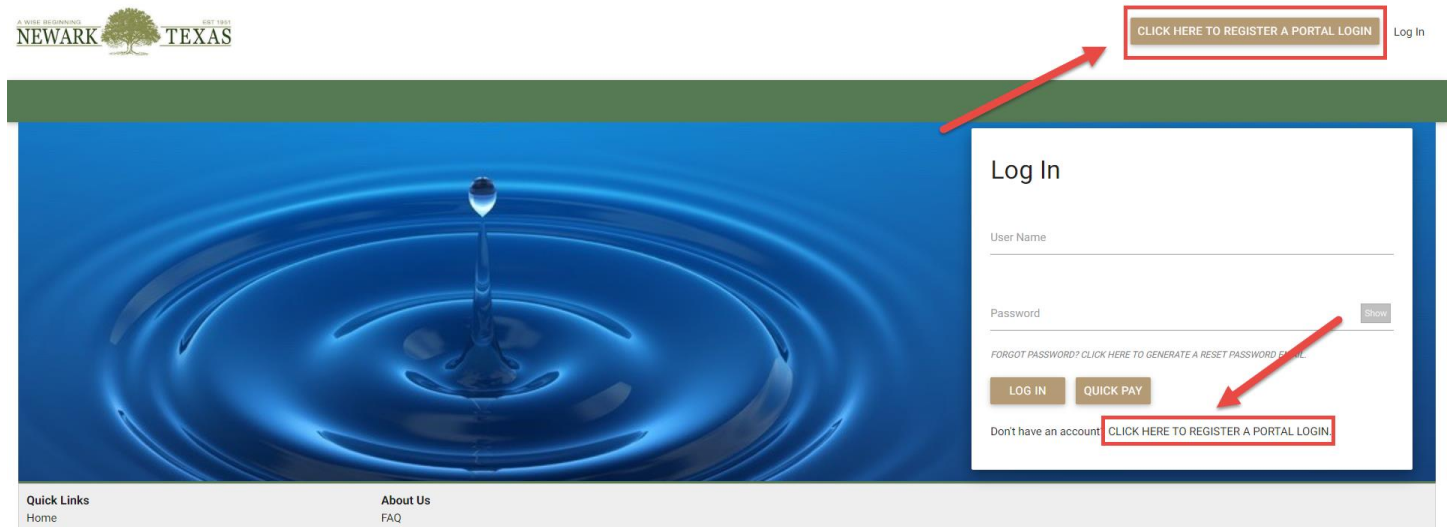


## How to set up your City of Newark payment portal account

Go to <https://newarktxas.epayub.com> in a web browser.

Click on the **CLICK HERE TO REGISTER A PORTAL LOGIN** button in the top right or click the **CLICK HERE TO REGISTER A PORTAL LOGIN** link at the bottom of the Log In box to initiate the Registration Wizard.



The account registration wizard is a 4 step process.

### Step 1: Account Lookup

Search Account > Verify Account > Register User Info > Complete

## Step 1: Account Lookup

Please enter your account number as shown on your bill.

Account Number

Enter your account number as shown on your bill in the Account Number field.

Click the **SEARCH** button.

**NOTE:** The following will display if the account number entered does not match what is in the utility system:

**The information provided does not match what we have on file.**

If you receive this message contact the **City of Newark** for assistance.

Once the correct information has been entered you will continue to the next step.

## Step 2: Verify Account

Search Account **Verify Account** Register User Info Complete

### Step 2: Verify Account

Service Addresses associated with Account Number

Customer Name:  
Service Address:

**YES, THIS IS MY ACCOUNT** **I DON'T SEE MY ACCOUNT**

The Customer Name and Service address associated with the account number entered will display. If the information displayed is correct click the **YES, THIS IS MY ACCOUNT** button. If it is not correct click the **I DON'T SEE MY ACCOUNT** button to go back to Step 1.

## Step 3: Create User

Search Account Verify Account **Register User Info** Complete

### Step 3: Create User

\* User Name \_\_\_\_\_ \* Email Address \_\_\_\_\_

\* Password \_\_\_\_\_ \* Confirm Password \_\_\_\_\_

**CLICK HERE TO REGISTER A PORTAL LOGIN**

Continue registration by filling in the 4 fields. See the example below.

Search Account Verify Account **Register User Info** Complete

### Step 3: Create User

\* User Name  
exampleuser  
\_\_\_\_\_

\* Email Address  
exampleuser@test.com  
\_\_\_\_\_

\* Password  
....  
\_\_\_\_\_

\* Confirm Password  
....  
\_\_\_\_\_

**CLICK HERE TO REGISTER A PORTAL LOGIN**

Click the **CLICK HERE TO REGISTER A PORTAL LOGIN** button to complete the registration.

## Step 4: Registration Complete

Search Account   Verify Account   Register User Info   **Complete**

### Step 4: Registration Complete

User Name: exampleuser  
User Email: exampleuser@test.com

[Log In](#)

The registered User Name and User Email associated with the account will display.

Click the [Log In](#) link in the bottom right of the box to go back to the portal Log In screen and log in to the account.