



Town of Trappe CUSTOMER PORTAL

Customer portal users have the ability to:

- View bills online and sign up for e-billing
- Review account, payment, and usage history
- Make payments via credit/debit card (processing fee applies)

Customer portal access is free! Complete the instructions below to sign up:

1. Go to <https://trappemd.authoritypay.com>
2. Click *Set Up Online Access*
3. Enter the account number as it appears on your bill
 - a. ex. 01234ABC01-0
4. Enter the customer identification number (CID) as it appears on your bill
 - a. ex. 123
5. Enter your e-mail address and desired password
6. Click *Create Account*
7. You will receive an e-mail with a link to verify your account
8. Customers with more than one account may register additional accounts in the *Add Another Account* box after logging in