

## Four Easy Steps to Register Your Account

1. Login to Payment Service Network
  - a. Got to <http://www.parkregion.com/>
  - b. Click on the 'Bill Payment' button
  - c. Click on the 'Register' button, once registered you can use this page to log in using your email address and password
2. Find Your Profile
  - a. Enter your first and last name and 7 digit telephone number (example: 9982000)  
OR  
Enter your business name and 7 digit phone number (example: 9982000)
  - b. Click on the search button
  - c. Verify that the account found is yours and hit select
3. Register Your Account
  - a. Enter your email address, this address will be used to send you receipts
  - b. Confirm your email address, these two fields must match exactly
  - c. Enter a password of your choosing, minimum of seven characters not case sensitive
  - d. Confirm you password, these two fields must match exactly
  - e. Select your security question from the pull down menu
  - f. Enter the answer to your security question
  - g. After registration you will automatically be redirected to your profile
4. Returning Registered Customers
  - a. go to <http://www.parkregion.com/>
  - b. Click on the 'Bill Payment' button
  - c. Enter your email address and password
  - d. Click 'LOG IN'