



UTILITY BILLING - REGISTER FOR AN ACCOUNT

How to Register/Create an Account

1. Click **Register**.

Pay My Bill

Log in to Pay My Bill

Email Address

Password

[Login »](#) [Forgot your password?](#)

Pay My Bill without Registering

[Pay Now »](#)

Not Registered?

Benefits of registration include:

- Access your account with a convenient login -- no need to remember your account number!
- Manage multiple accounts in one place
- Sign-up for paperless billing and/or bill reminders

- Payments may take up to 1 business day to post to your account
- To start or stop utility services, please contact our office
- Additional help

[Register »](#)

2. Enter the **Account Number** (including dashes) and **Street Number of Service Address** in the available text boxes. The **Account Number** can be found at the top of your utility bill. The **Street Number** is the numeric portion of your service address on your utility bill. It is located directly under your account number. Put in only your house number - NOT your complete street address. When finished click **Confirm Account**.

Step 1: Account Information

Account Number ✓

Street Number of Service Address ✓


[Confirm Account »](#) [Cancel](#)

WHERE DO I FIND MY ACCOUNT INFORMATION

- **Account Number.** Can be found at the top of your utility bill. View this [sample bill](#) for its location.
- **Street Number.** This is the numeric portion of your service address on your utility bill. It is located directly under your account number. Put in only your house number - NOT your complete street address. View this [sample bill](#) for its location.

3. Enter your login information. When finished click **Register**.

Step 2: Login Information




Your Name ✓

Email Address ✓

Confirm Email ✓

Password ✓

Confirm Password ✓

 [Register »](#) [Cancel](#)

4. You will then receive a confirmation email. Click the **Activate** button.

Thank You for Registering

- Click the activation link below to activate your new profile
- Only use the activation link for first-time access


[Click Here To Activate](#) ←

Having trouble with this link? Copy the following URL into your browser:
<https://staging.summation360.com/OlympiaWA/Default.aspx?Action=ActivateProfile&CSID=9c47d474-b38d-4dbe-8afe-e78b7dad140e>

City of Olympia 601 4th Ave E Olympia, WA 98507-1967 Phone: (360) 753-8340 Fax: Contact Us	Hours Monday - Friday from 8:00 a.m. - 5:00 p.m., except for City recognized holidays	Privacy Policy
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5. You will then be redirected back to the Utility Billing page, where you can login and pay your bill.

Pay My Bill

 Your Profile Has Been Activated

Log in to Pay My Bill

Email Address

Password

[Login »](#) [Forget your password?](#)

[Pay My Bill without Registering](#)

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