

OLBP Register/Link Account Quick Guide

1. Click on "**Register Here**" in order to begin process for creating a profile.



Log in to pay bill, view usage, more

Username:

Password:

First Time User? [Register Here](#) [Forgot Password](#)

A red arrow points to the "Register Here" link, which is circled in red.

2. Once at the next screen, fill out your First and Last name as well as your email address. Your email will be used to create your profile as well as the place where all password and receipt information will be sent. Click "**Submit**" to have profile created.



User Registration

User registration is successful. Check your email to obtain your login information.

Please enter the following information to register and we will send you a temporary password to log in.

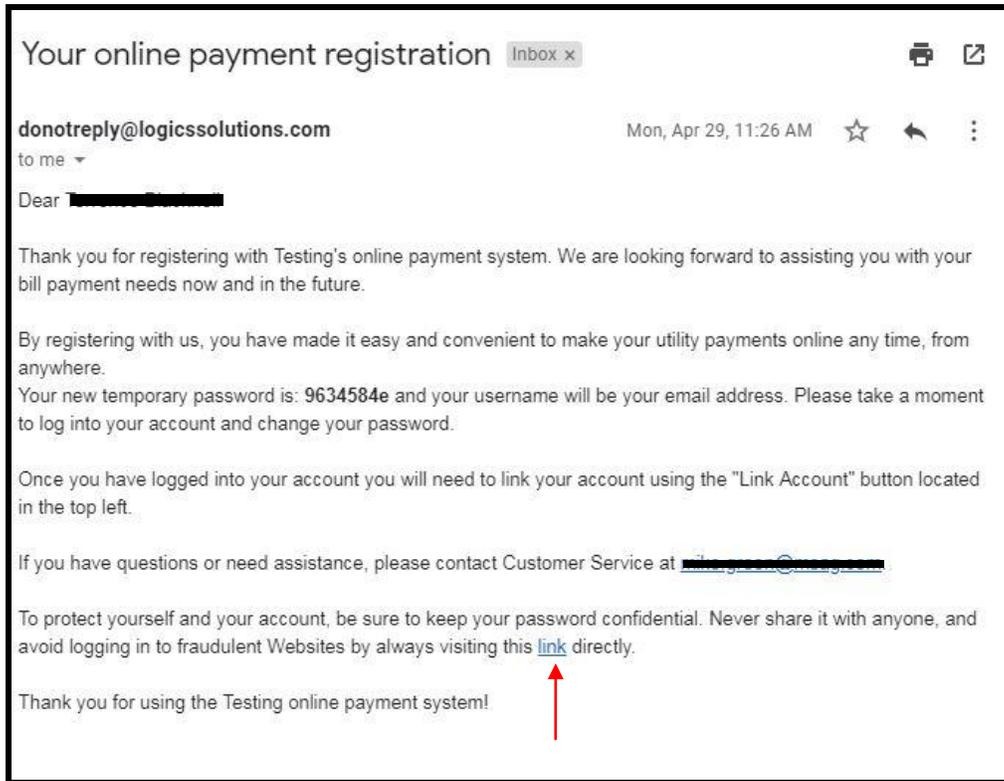
*First Name:

*Last Name:

*Email Address:

*Confirm Email Address:

- An email from donotreply@logicssolutions.com will be sent to your email with your temporary password (please check spam/junk folders if you do not receive it within 10 min of registering).



- Take temporary password provided by email and click blue link in email in order to use it to log in along with your email at the OLBP login screen. Place your email address in the **"Username"** box and your temporary password in the **"Password"** box and click "Login".

The screenshot shows a login form with the following elements:

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5. Next you will create a new permanent password. Please pay attention to the required password criteria above the password section. (See below)

Change Password

This is the first time you have logged in or your password has been retrieved by the system. Please create a new password.

The password must contain characters from at least 3 of the following 4 rules:

1. Upper case letters (A,B,C,...Z).
2. Lower case letters (a,b,c,...z).
3. Westernized Arabic numerals (0,1,2,...9).
4. Non-alphanumeric ("special characters") such as punctuation symbols.

Password:

Confirm Password:

6. On the next screen you will link your utility account. To do this, put the Account Number which will be all digits preceding the last 2 digits after the '.00' (i.e. **123456789.00**). Then put the Tenant Number which is the last 2 digits (i.e. **98**). Your account number can be found on your printed Bill. Lastly, add the alias in the bottom field which is any name that will help you identify the account. Your Service Address is best if you are not sure what to use (i.e. **56 Allister Lane**). Once finished, click "**Submit**". If you have more than one service address that you would like to link, add next account's info. If all finished, click "**Cancel**".

Link Account to Profile

The account was successfully linked to your profile.

This page is for linking an account to your profile. Please enter Account Number, Tenant Number, and an Alias of your own choosing.

Once you have linked all desired accounts, click on "**Cancel**" to access the main Account Inquiry page.

Account Number:

Tenant Number:

Alias:

7. You have now successfully linked your account to your new profile and are ready to browse through your account information or pay your bill.

