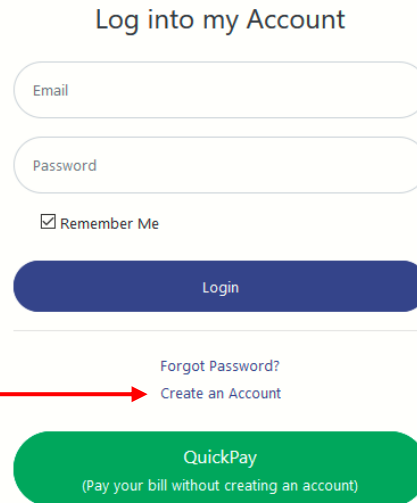# Signing up for the Town of Exeter's Customer Portal

By signing up for the **Town of Exeter's Customer Portal** you will be able to view, print, and pay your bills online. You will also be able to view your bill, payment, and usage history.
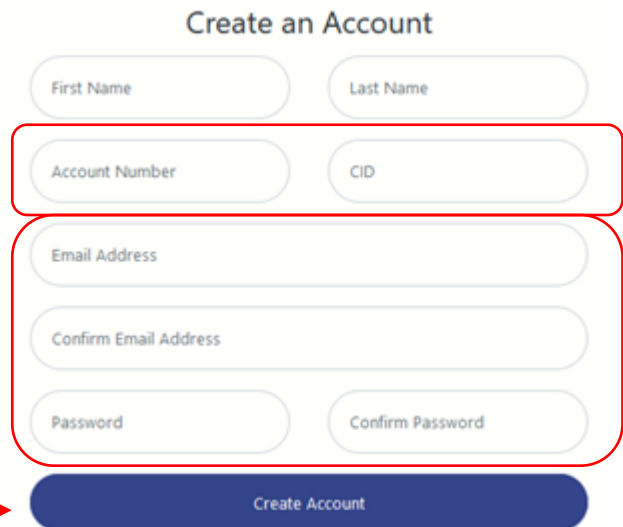
Steps to sign up for the Customer Portal:

1 Go to the following website: ⟶ https://exeternh.authoritypay.com

2 Click on *Create an Account*

Log into my Account

Email

Password

☑ Remember Me

Login

Forgot Password?
Create an Account

QuickPay
(Pay your bill without creating an account)

3 Enter your Account Number and CID which can be found on your bill. You will also need to enter a valid email address and password.

Create an Account

First Name | Last Name

Account Number | CID

Email Address

Confirm Email Address

Password | Confirm Password

4 Click **Create Account** ⟶ Create Account

5 A Registration Confirmation window will appear. No action is needed on this window. The Verification Email will only be active for **4 Hours** and will require you to verify your email within that 4 hour time window.

You have successfully registered your account. A verification email has been sent to your email address. Please check your inbox. The verification email will expire in 4 hours. You must verify your account before you can sign in.

6 You will also receive an email confirmation. You must click on the link provided in this email to complete your enrollment.

Hello John Doe,

Follow the link below to verify your email and finish your account registration:

https://exeternh.authoritypay.com/user/verify-registration?token

7 You can then re-enter your email and password and select **Login**. Note, clicking on the "Remember Me" checkbox will allow the website to save your login information.

Your account and email have been verified. You can now login to manage your account.

Log into my Account

test@email.com

••••••••••

☑ Remember Me

Login

Forgot Password?

Create an Account