



Quick Guide – Online Utilities Account Access

Visit <http://www.tequesta.org/595/Pay-Your-Water-Bill> and click on “Create a New Account”. Follow the following steps below in order to get your account created for accessing your Tequesta utilities account online.

When you select the link to Create a New Account you will be directed to this screen:

The screenshot shows a web form for creating a new account. The form includes the following fields and sections:

- 1. Provide a Username:** A text input field labeled "User Name:" with a red star icon. Below it is a note: "Your User Name is what you will use to log into the site in the future."
- 2. Provide an Email Address:** Two text input fields labeled "My e-mail address is:" and "Confirm e-mail:" with red star icons.
- 3. Provide a Password:** A heading "Protect your account and information with a password." followed by two text input fields labeled "Enter a new Password:" and "Re-enter password:" with red star icons.
- Account Information (Optional):** A section with a checkbox and a note: "Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information may be required to use certain features within the site. This information can be entered at a later time if you wish."
- Other Information:** A section with a dropdown menu labeled "How did you learn about us?: Choose One...".
- Verify Code:** A section with a heading "Verify Code" and a note: "Enter the text you see in the below image. This security feature helps prevent automated programs from registering for accounts." Below this is a CAPTCHA image showing logos for "VOLTAIRE", "Shepperton", and "INCAPTURA". A text input field labeled "Type the text" is provided for the user to enter the code.
- 5. Create Account:** A "Create Account" button at the bottom left of the form.

With your account now created search for your account. The search tool located at the top of the screen to find your account.

The screenshot shows the top navigation bar of the website. It includes the text "Village of Tequesta | Palm Beach County | FL" and "powered by BS&A SOFTWARE". Below this is a search bar with the following elements:

- A "Search:" label followed by a dropdown menu set to "Utility Billing".
- A "By:" label followed by a dropdown menu set to "Account Number".
- A text input field labeled "Enter an account number".
- A red box highlighting the text "Enter your Account Number" inside the input field.
- A magnifying glass icon and a "Search" button.

When the search results appear select your account.

1 2 3 4 5			Displaying items 1 - 10 of 44
Name	Reference #	Address	
VILLAGE OF TEQUESTA	1010060217 (Account Number)		

With your account now found you will now need to enter in your 7 digit Pin Number provided on your utility bill. When you enter in your Pin Number you will be able to see the full detail about your Utility Bill. This is the screen that you will be able to pay your utility bill.

Not Available Map It | Print

Account Number: 1010060217

Customer Name: VILLAGE OF TEQUESTA

Summary Information

> Utility Billing Information found

Utility Bill Info.

Jump To: Customer Information

Customer Information Back To Top

Name	VILLAGE OF TEQUESTA	Account Number	1010060217
Address	Not Available		

Access additional details with your Account PIN

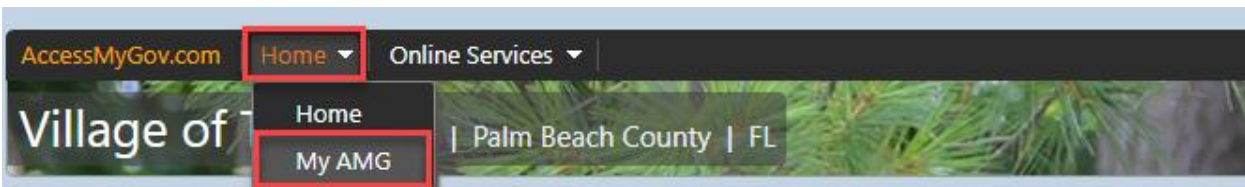
In order to access additional account details for this Customer, please enter your unique PIN for this Account.

Account PIN: **Enter Pin Number Here**

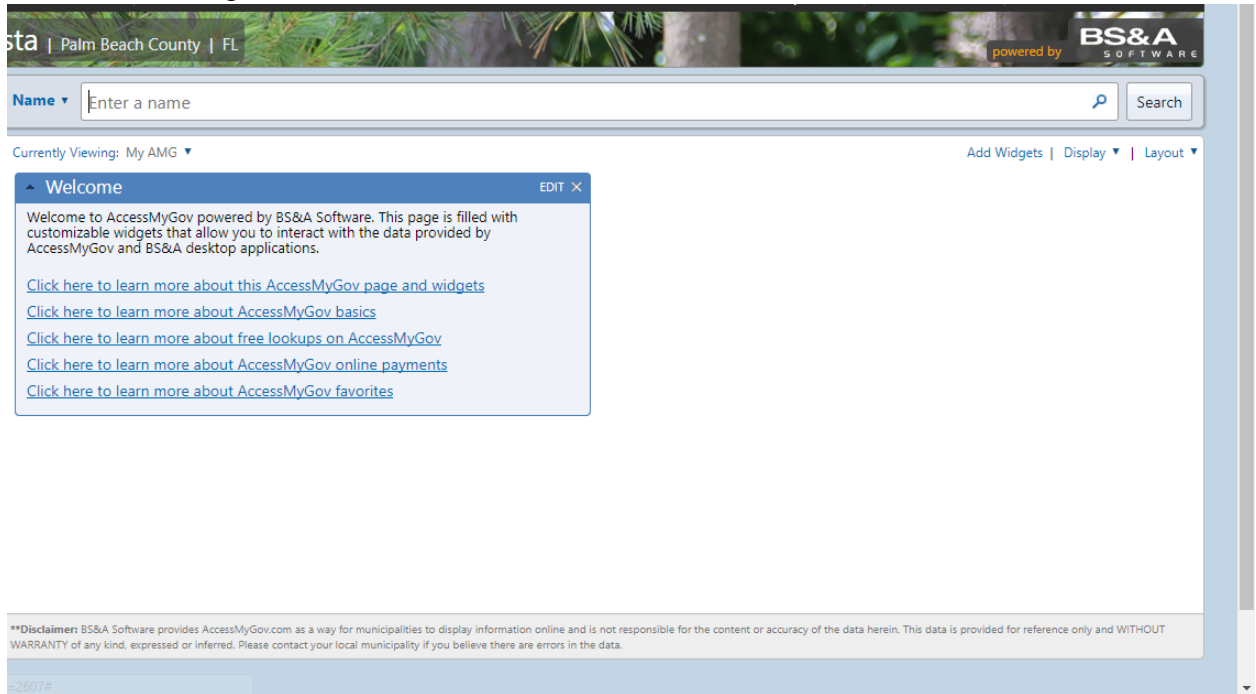
Your PIN should be located on your bill. If you are unable to locate your PIN, or if you have lost your bill, please contact your local municipality.

Now that you have created an account and paid for your bill you can now quickly access your account each time that you login. In order to setup your account to be displayed on your homepage follow these steps:

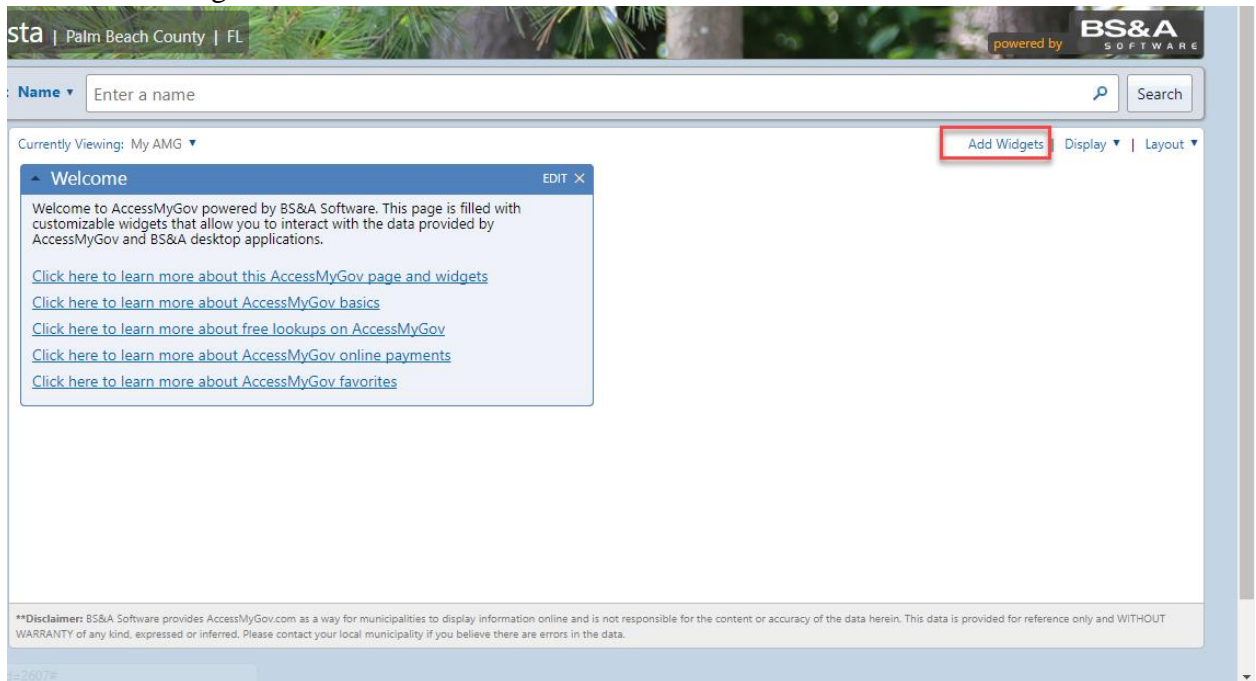
1. Go to the Home button at the top and select My AMG



2. You will be brought to this screen.



3. Select Add Widgets located underneath the search bar



4. Locate the widget titled My Favorite Records and select Add this widget

Home > Add Widgets

Add Widgets

Select widgets you would like to add to the page.

Search:

Back to Page

Displaying items 1 - 5 of 5

Village of Tequesta Custom Municipal Chart
This widget will display a selected custom municipal defined chart.

Add this widget

Welcome to AccessMyGov powered by BS&A. Software currently viewing is called the Dashboard. The with customizable widgets that allow you to interact provided by AccessMyGov and BS&A desktop app.
[Click here to learn more about the AccessMyGov widgets](#)

Custom Text
This widget allows you to create and display custom text.

Add this widget

My Favorite Records
A summary view of your favorite records for this municipality that are saved in your AMG account.

Add this widget

Lansing, MI
81°F Current: Mostly Cloudy
Wind: SW at 13 mph
Humidity: 52%

Weather Forecast
View your local weather forecast.

Add this widget

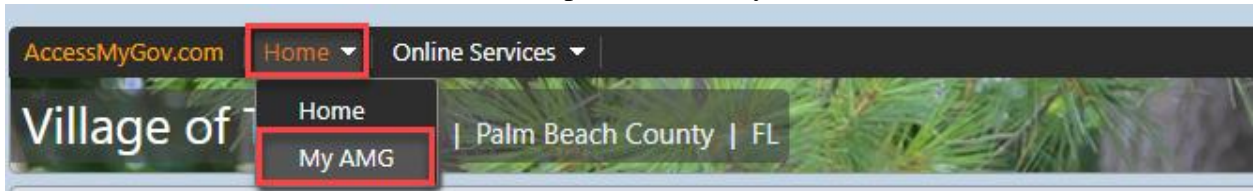
5. When you select Add this widget this screen will appear

Information

Success
Widget successfully added!

Ok

6. Press Ok. Now to the Home button at the top and select My AMG



7. You will now see My Favorite Records displaying which will show your account. You will now be able to quickly pay your bill with logging into your account.

