



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 registration form with the following elements and steps:

- 1. Provide a Username:** A text input field for '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 for 'My e-mail address is:' and 'Confirm e-mail:' with red star icons.
- 3. Provide a Password:** Two text input fields for 'Enter a new Password:' and 'Re-enter password:' with red star icons. Above them is the instruction: 'Protect your account and information with a password.'
- Account Information (Optional):** A section with a plus icon and the text: '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 for 'How did you learn about us?: Choose One...'
- Verify Code:** A section with the text: 'Verify Code' and '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 'CAPTCHA', with a text input field labeled 'Type the text' and a 'Privacy & Terms' link.
- 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 dropdown menu for 'Search: Utility Billing'.
- A dropdown menu for 'By: Account Number'.
- A text input field containing the placeholder text 'Enter an account number'.
- A red box highlighting the text 'Enter your Account Number' within the input field.
- A magnifying glass icon and a 'Search' button.

When the search results appear select your account.

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.

Service Information	
Account Number:	1234567890
Location ID:	CLR -003818-0157-08
Service Address:	1234 COUNTY LINE RD
PIN Number:	b123456
Water Used From:	09/01/17 to

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
Address	Not Available
Account Number	1010060217

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.

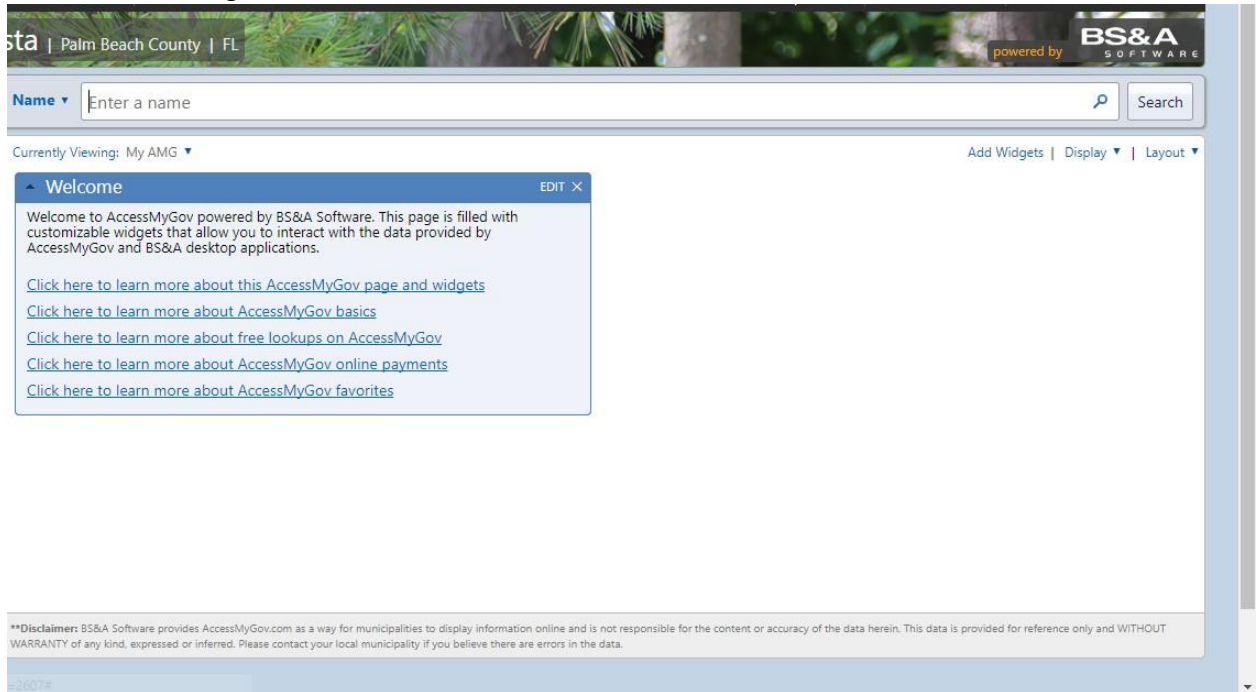
Account PIN: **Enter Pin Number Here**

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.

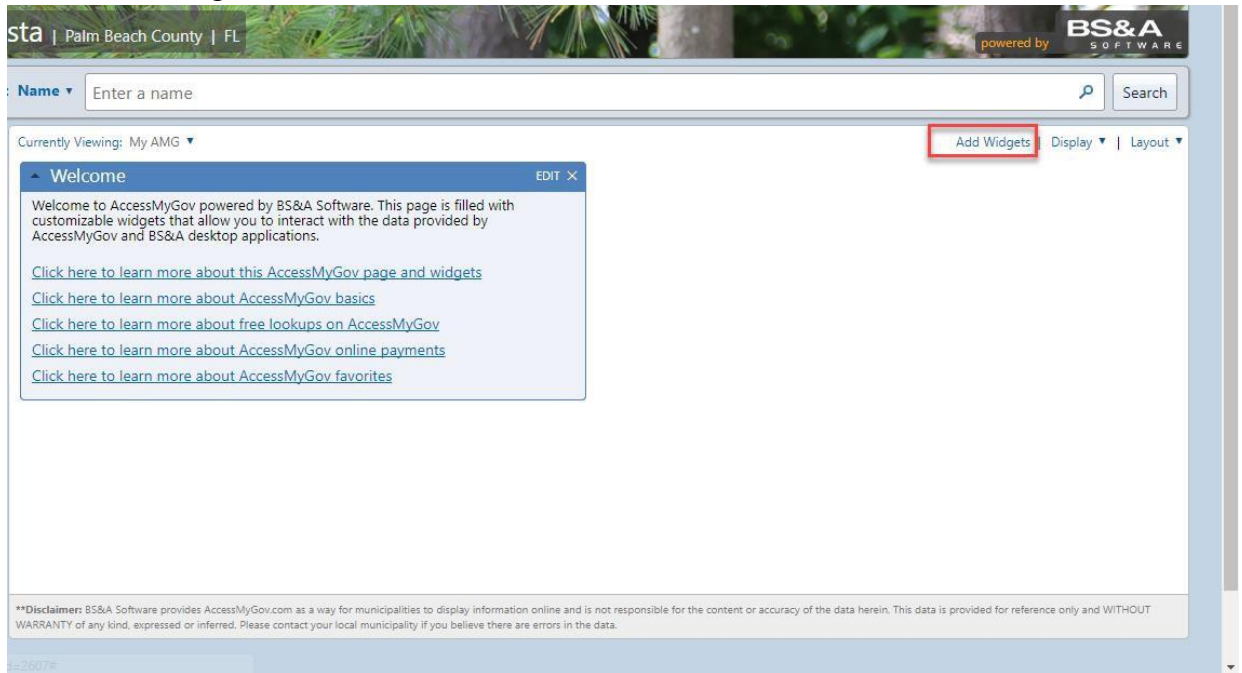
Now that you have created an account and paid for your bill you can now quickly access your account each time that you login. In order to setup your account to be displayed on your homepage follow these steps:

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

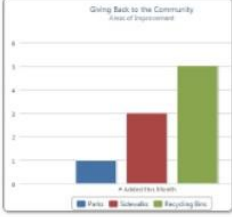
Add Widgets

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

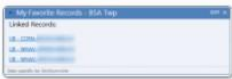
Welcome to AccessMyGov powered by 85&A. Software currently viewing is called the Dashboard. The with customizable widgets that allow you to interact provided by AccessMyGov and 85&A desktop app.

[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

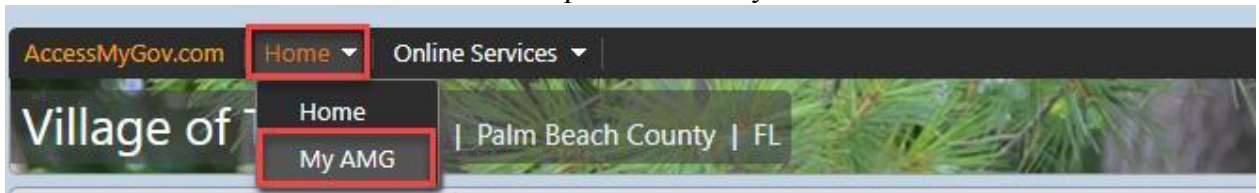
5. When you select Add this widget this screen will appear

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.

