NEW MEMBER PORTAL HOW TO GUIDE

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ACCESS THE NEW PORTAL

You can access the new Member Portal by clicking   https://ebill.otec.coop/onlineportal/Customer-Login
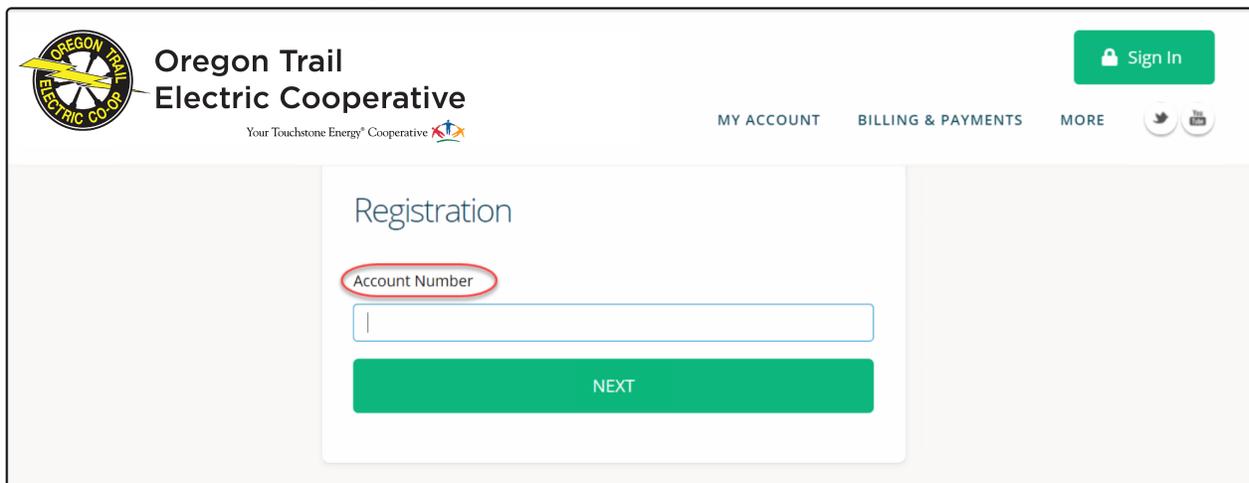
REGISTERING YOUR ACCOUNT

Before logging into your account, you will have to register.

To register your account:

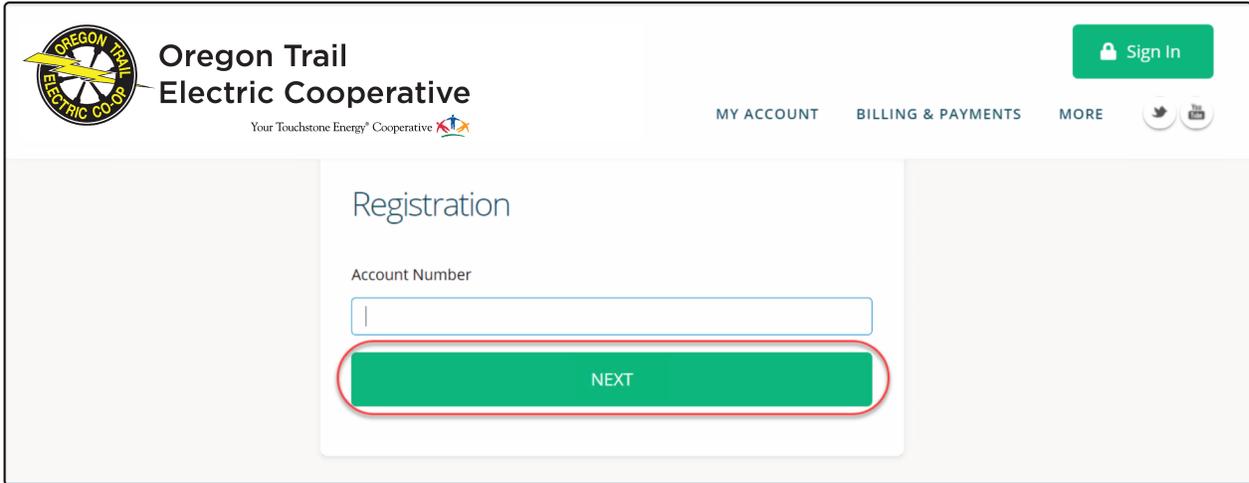1. Click **Create Account** under the login fields.
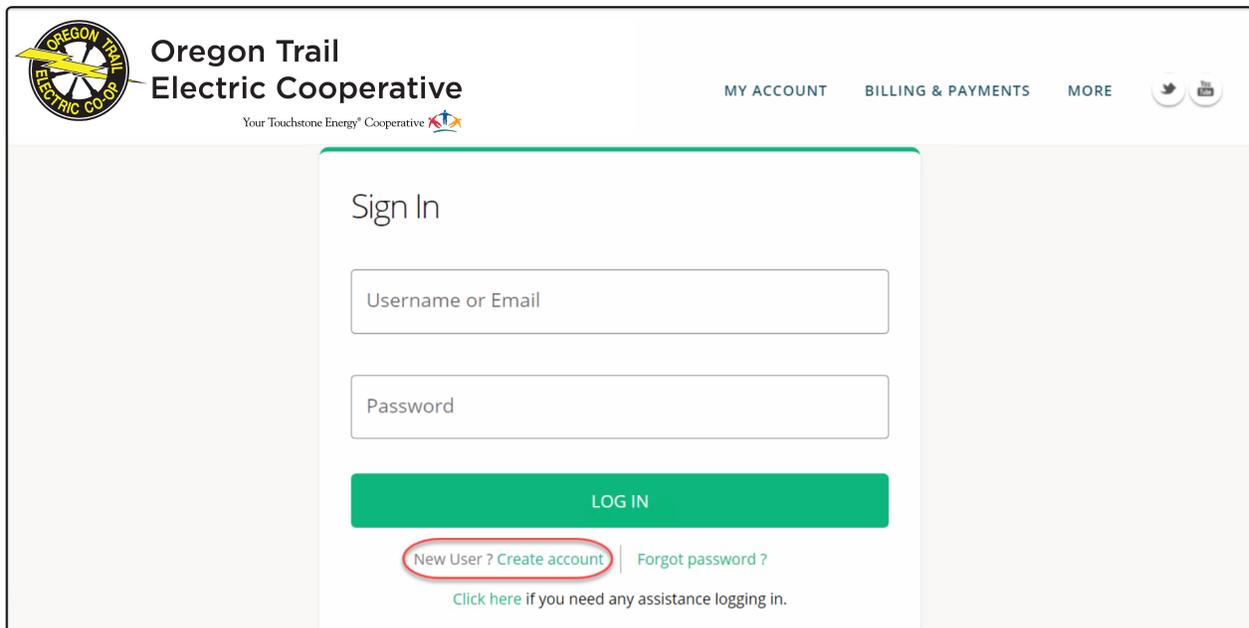
2. Enter the account number for your account.

3. Click **NEXT.**

4. Enter your email address to receive the verification code and click **SEND.**
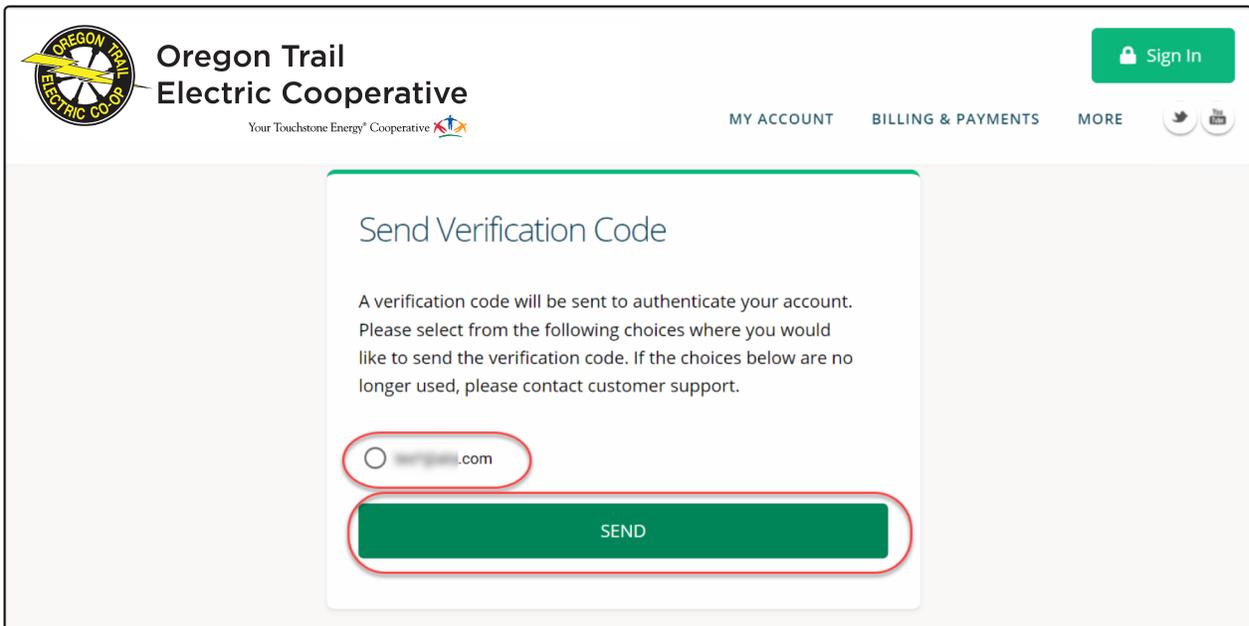
5. Enter the verification code that was sent via your preferred method and click **VERIFY.**

6. Enter a Username. You can check the availability of the username as soon as it is entered.
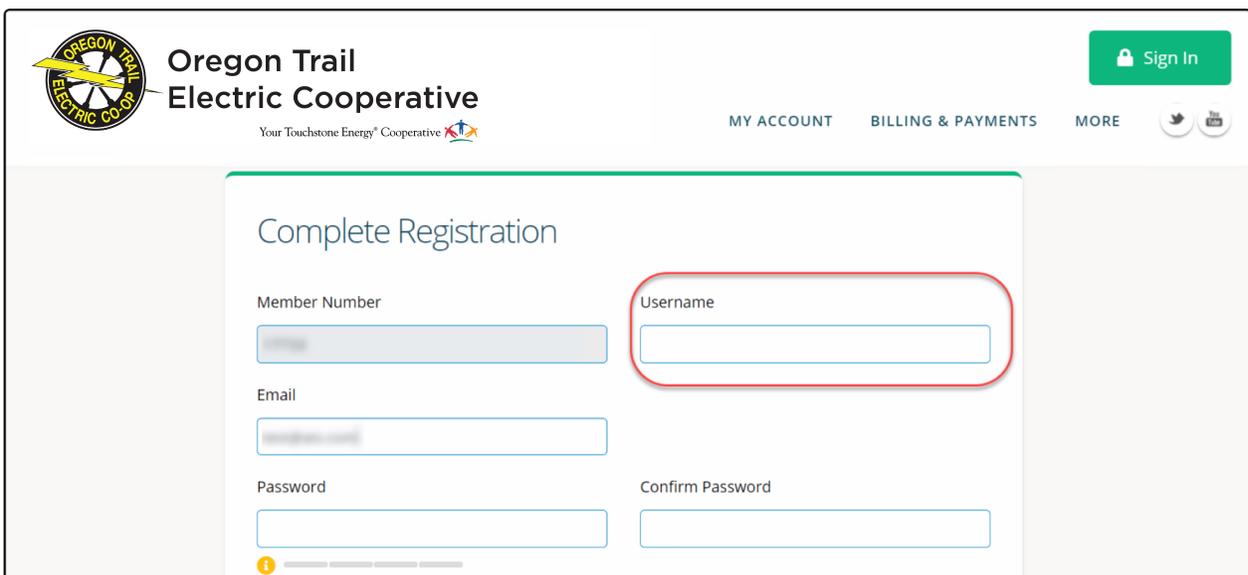
7. If the email address is incorrect, enter the correct email address.
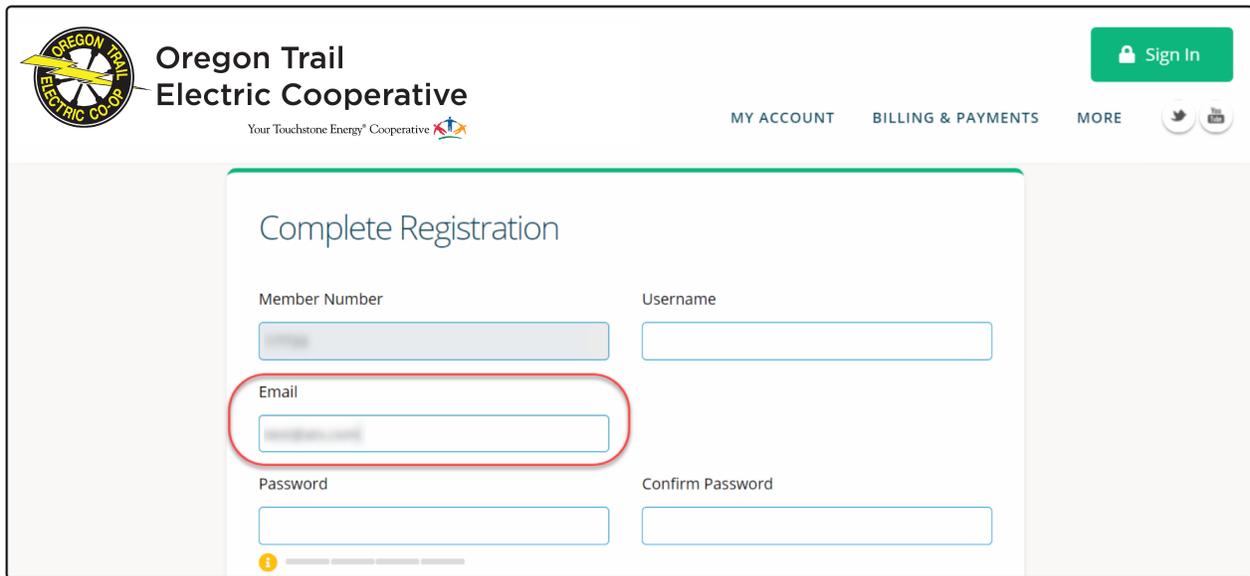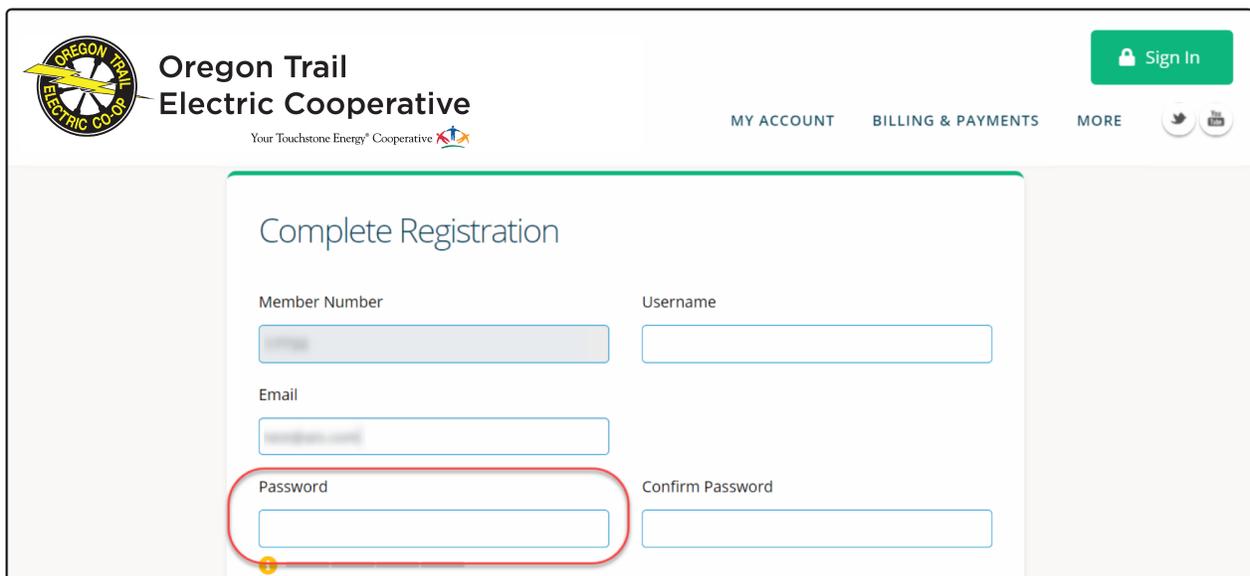
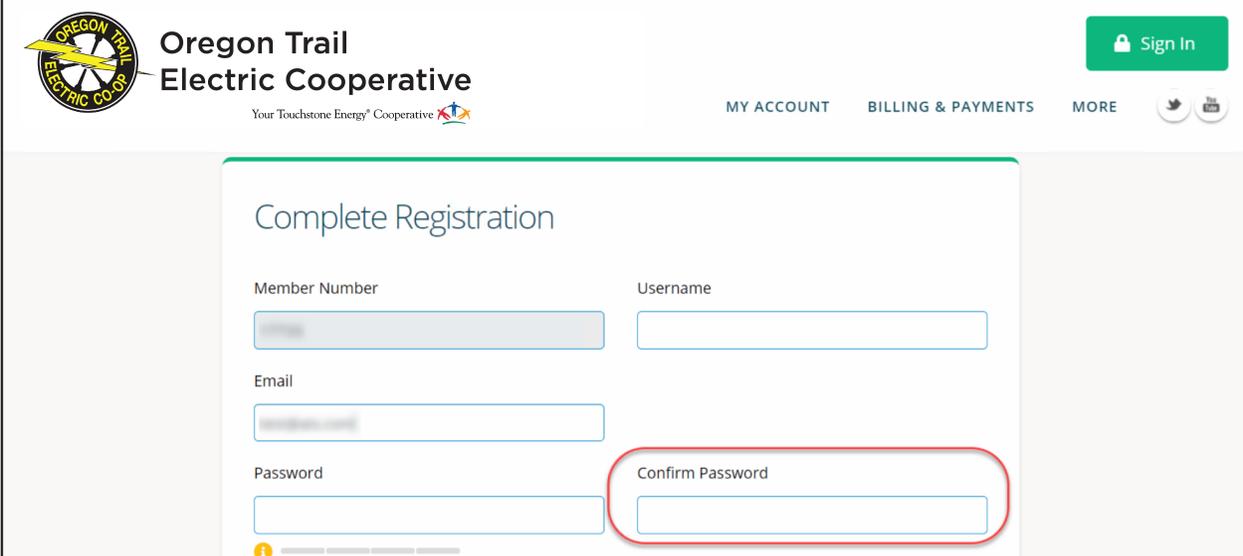8. Enter a password.

Note: Password must be at least 8 characters and contain at least 1 lowercase character, 1 uppercase character, 1 number, and 1 special character.

9. Confirm password.

10. Select a security question from the drop-down menu.
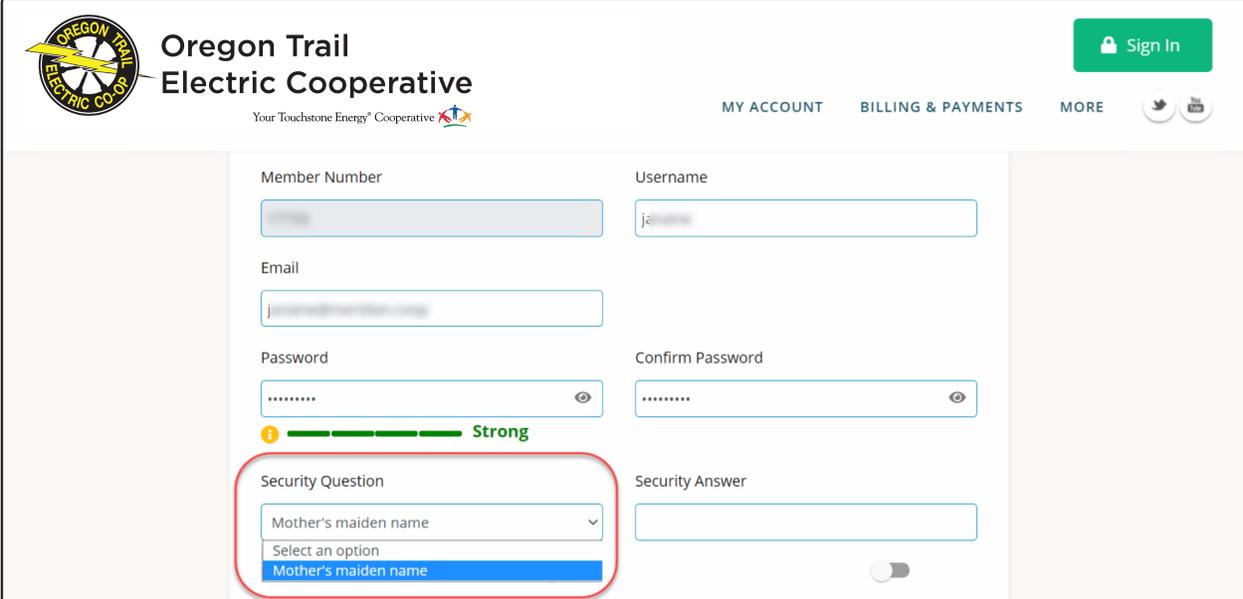
11. Enter the answer to the security question.
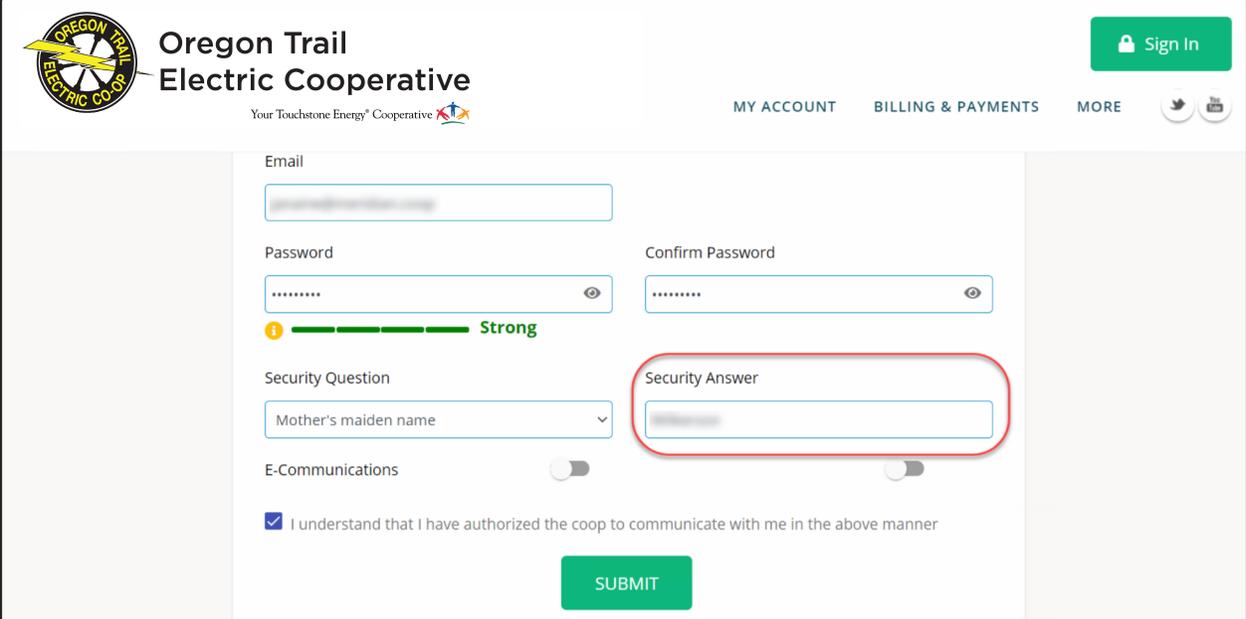
12. Use the toggle switch to select if you would like E-Communications.
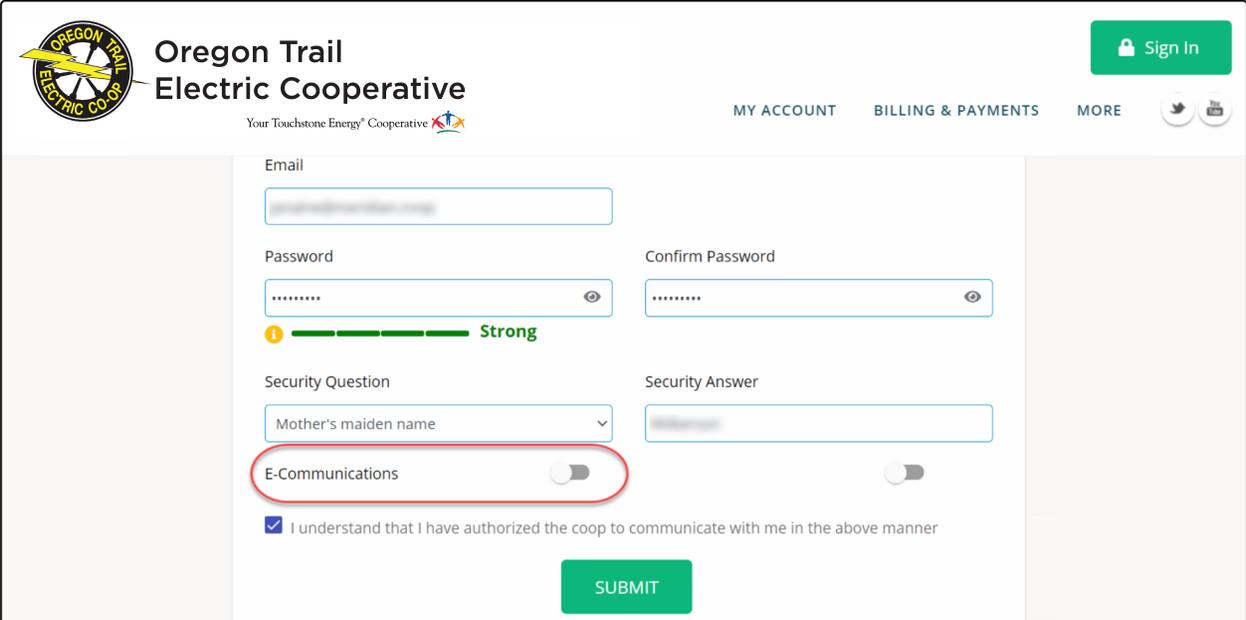
13. Select the **I understand that I have authorized the co-op to communicate with me in the above manner** check box to continue.

14. Click **SUBMIT**.

The confirmation screen appears and prompts you to log in.
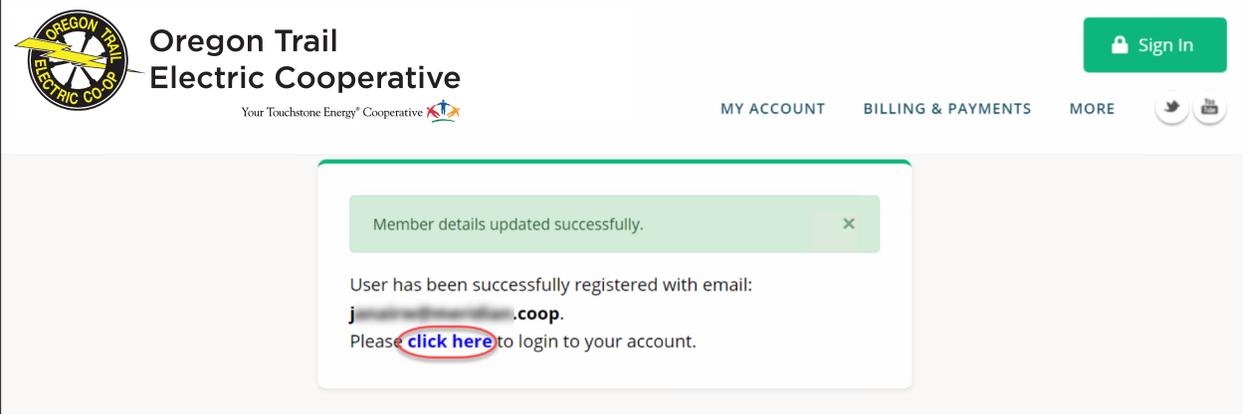
LOGGING INTO THE MEMBER PORTAL

Before accessing any account data on the portal, you must first log in to your account. You need to have your username or email address and password available.
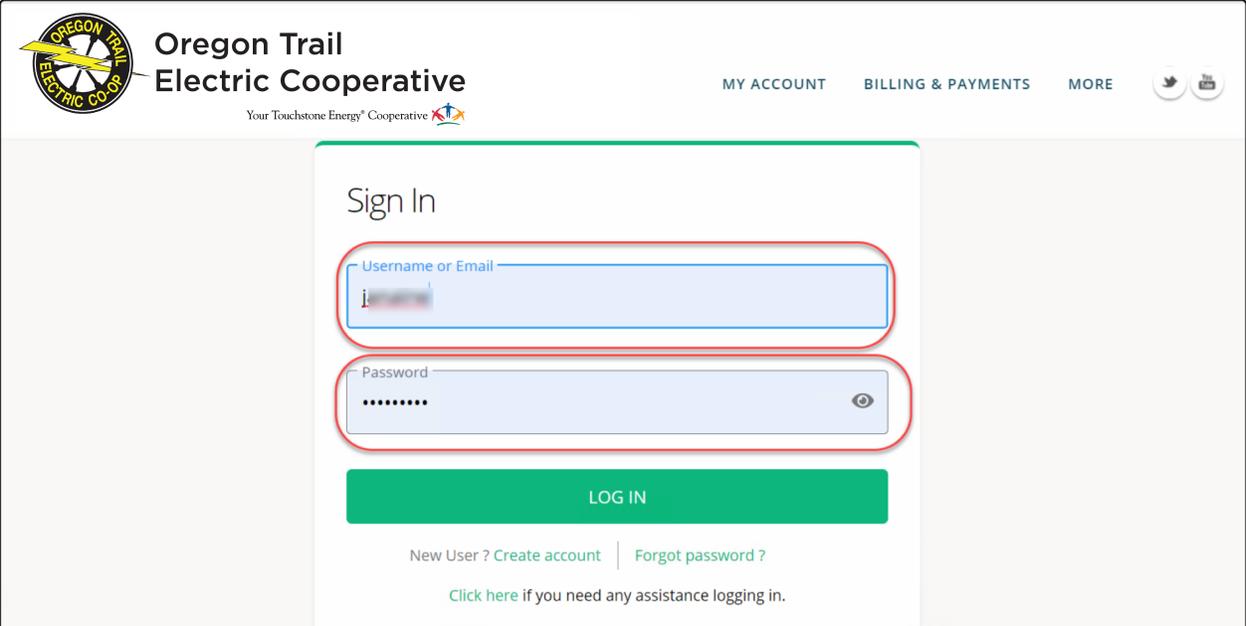
To log into the portal:

1. Click **Sign In** in the top right of the homepage. Clicking on any tab or link also takes you to the login page if you are not already logged in.
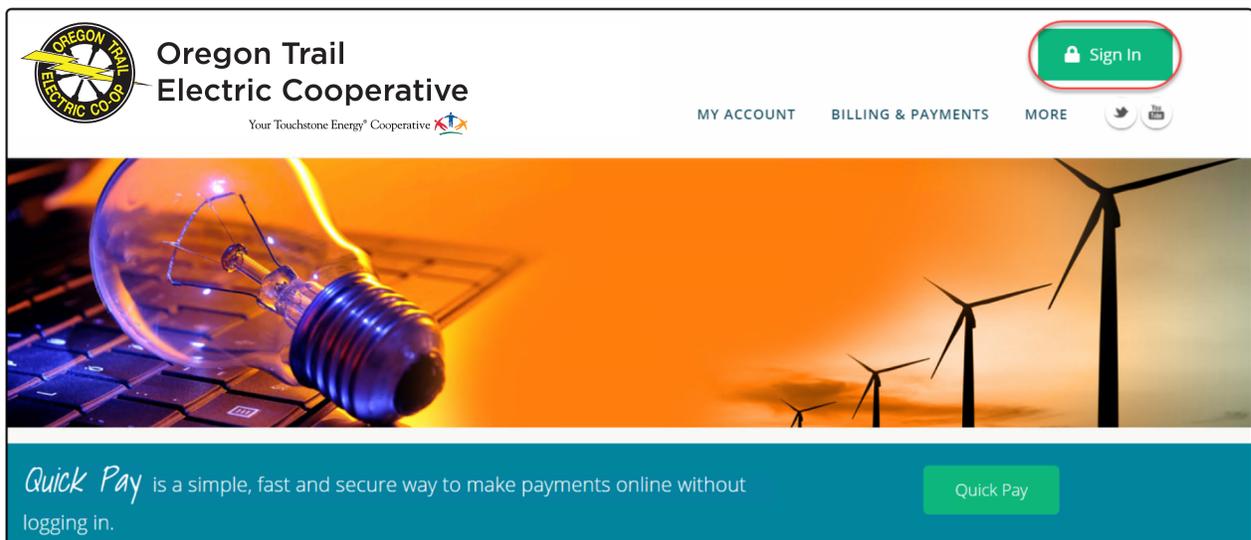
2. Enter your username or email address and password to access your account through the Member Portal.

3. Click **LOG IN**.