



## ONLINE ACCESS ACCOUNT

### INSTRUCTIONS

Create an *Online Access Account* by going to our official website at [nbcmatoday.org](http://nbcmatoday.org). Go to the **“Pay My Bill”** button located on the upper-right hand corner then click it again that will bring up a new page. After clicking **“Pay My Bill”** again, a new page will appear. To set up an *Online Access Account*, **you will need the following:**

1. **ACCOUNT**            XXXXXXXX-X
2. **CID #**            (6 Digit Code Located on Bill)
3. **EMAIL**
4. **PASSWORD**

After clicking ***Create Account***, an email will be sent with a verification link. **If unable to locate the email, check the junk/spam inbox.** After clicking the verification link, the account is successfully created. The *Online Access Account* includes the following:

- **Past Transactions**
- **Past Usage**
- **Request the Bill to be Sent by Email or Hard-Copy Mail**
- **Pay the Bill Online**
  - Credit/Debit Cards (2.65%)
  - ACH PAYMENT (NO FEE ATTACHED)

\*\*\*\*To avoid the fees when paying a bill, pay with check, cash, money order, or **recurring automatic deduction** (forms available on [nbcmatoday.org](http://nbcmatoday.org) or the office)\*\*\*\*