



HOW TO: CREATE AN ONLINE ACCOUNT

FIRST STEP: You will need a security code. You can locate your security code on half of the page on the right-hand side of your utility bill as shown:

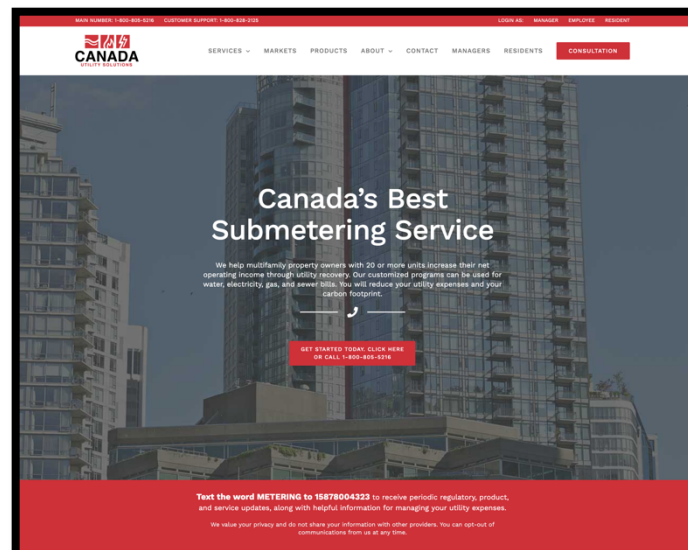
NOTE: Your security code will have numbers and upper-case letters incorporated.

Example:

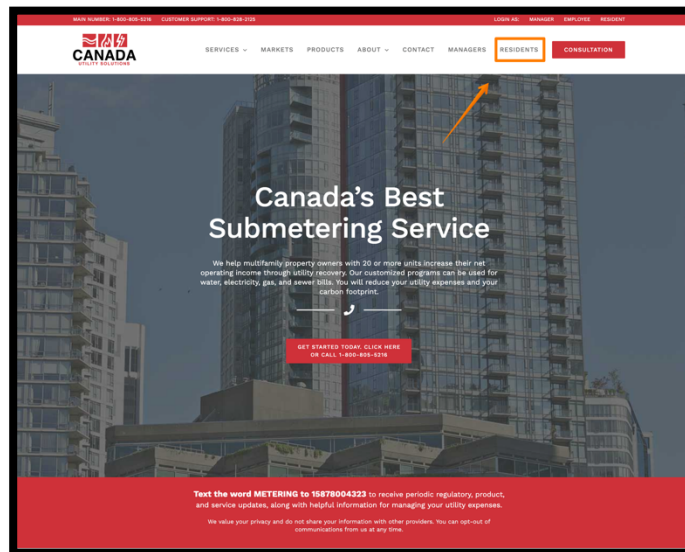
REGULAR BILL	
Billing Period 02/01/18 - 02/28/18 = 28 Days	
SECURITY CODE	STATEMENT DATE
1701792KXYB5LG	04/15/18

SECOND STEP: Go onto our homepage --- www.submetering.ca


The page should look like this:

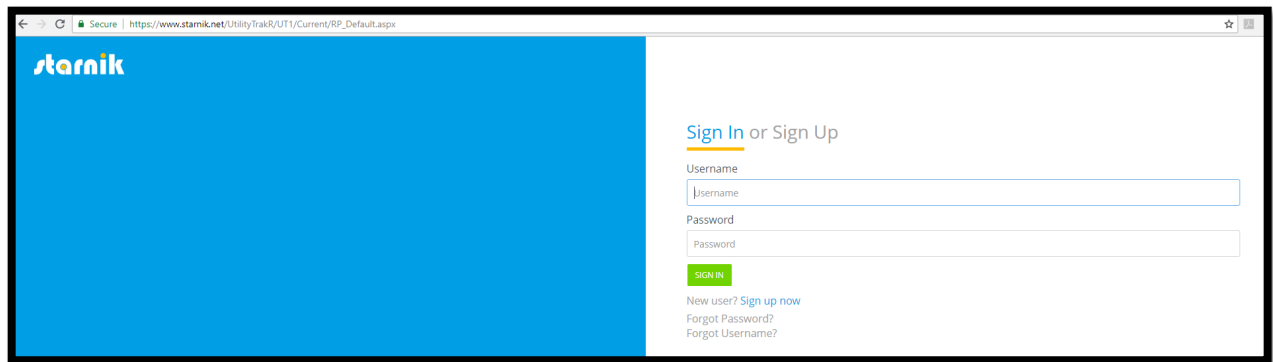



THIRD STEP: Click on “Residents” in the middle of the page or on the top right-hand corner above our

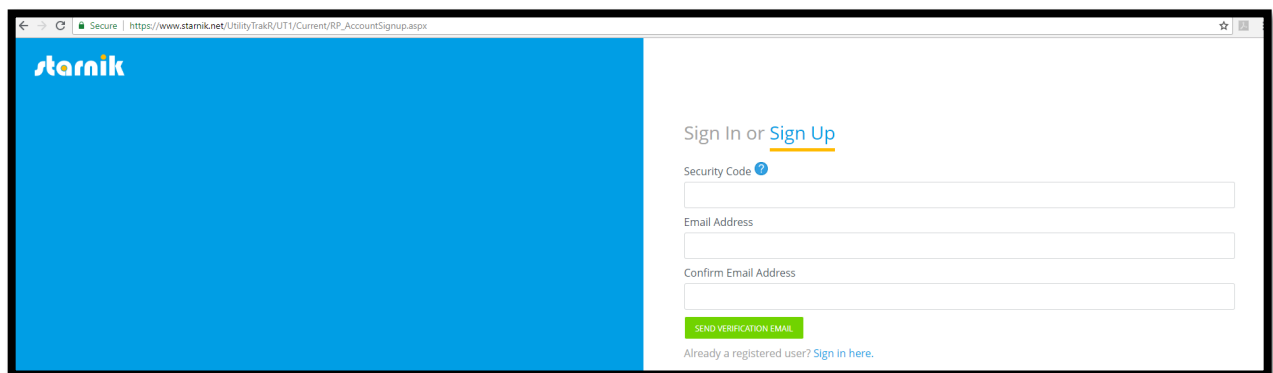


phone number as shown below:

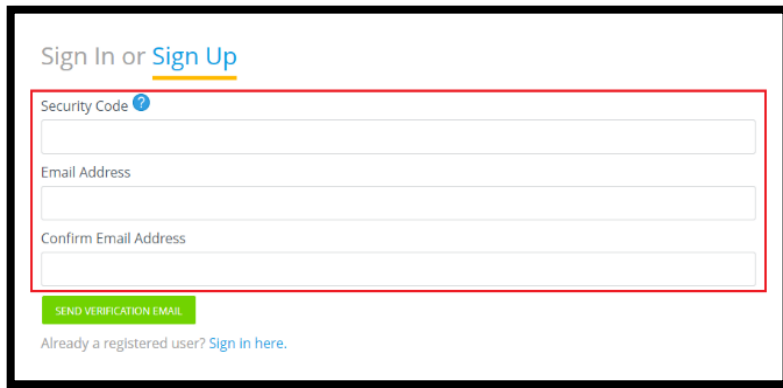
FOURTH STEP: The page should look like this: 




FIFTH STEP: As shown above, click on “Sign Up”. After clicking “Sign Up”, you will be asked to put in your security code and email as shown below: 



SIXTH STEP: Type in your security code and after doing so, type in your email and confirm it.



Sign In or [Sign Up](#)

Security Code 

Email Address

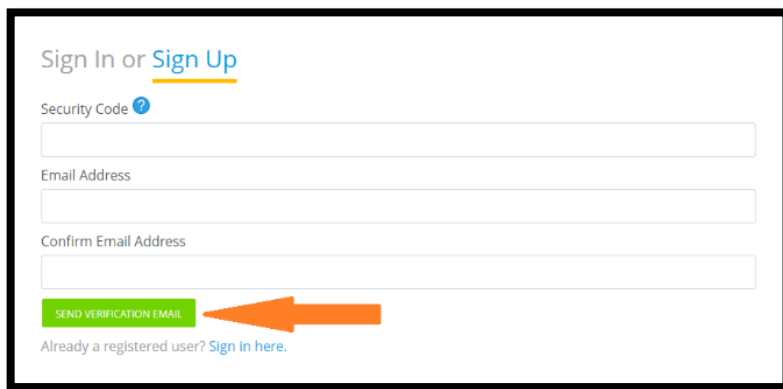
Confirm Email Address

[SEND VERIFICATION EMAIL](#)


Already a registered user? [Sign in here.](#)

A red rectangular box highlights the 'Security Code', 'Email Address', and 'Confirm Email Address' input fields, along with the 'SEND VERIFICATION EMAIL' button.

SEVENTH STEP: After confirming email, click on 'Send Verification email'. After clicking, a verification email will be sent to your personal email.



Sign In or [Sign Up](#)

Security Code 

Email Address

Confirm Email Address

[SEND VERIFICATION EMAIL](#)

Already a registered user? [Sign in here.](#)

An orange arrow points to the 'SEND VERIFICATION EMAIL' button.

EIGHTH STEP: Click on the link that appears on your email and you'll be directed right back to our page where you can log in and set up a password.

NINTH STEP: LOG IN and you have made an online account successfully!