

# Setting-up your NEW online account

1. Click on “NEW USERS: CLICK HERE TO REGISTER”

The screenshot shows the West Carteret Water Corporation website. At the top left is the logo, a blue water drop, and the text "West Carteret Water Corporation" with the tagline "Committed to Providing Clean, Safe Water for All Our Residents". Below this are two links: "Registered Users: Click Here to Log In" and "New Users: Click Here to Register". A blue callout box on the right points to the "New Users" link with the text "To register your new online account and setup automatic draft". Below the links is a registration form with the heading "Utility Account Information". It contains two input fields: "Utility Account Id:" and "Utility Account PIN:", each followed by a small box and an "Enter" button. A red warning message states: "Pop-ups from this site must be enabled. If you are having trouble registering or accessing your registered user - Please click here". An orange callout box on the left points to the form with the text "GUEST ONLINE PAYMENT Use for one-time user, payment information will not be saved". At the bottom of the page, contact information for West Carteret Water Corporation is provided, including the address (4102 Hwy 24, Newport, NC 28570), telephone number ((252) 393-1515), and office hours (Monday through Friday 8:30am - 4:30pm).

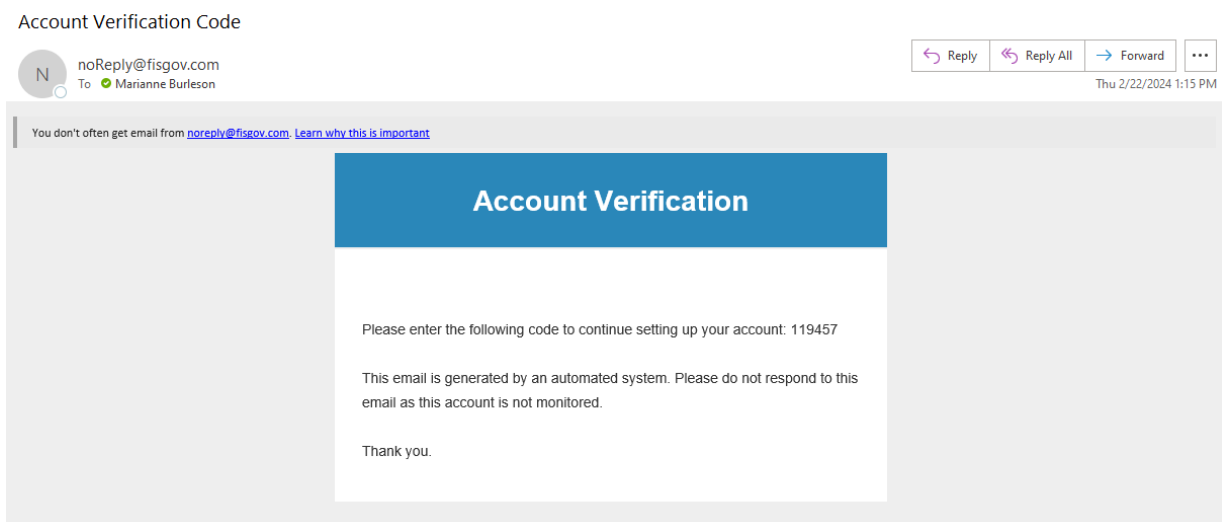
2. When creating your account, enter your email address.
3. Click continue.

The screenshot shows a browser window titled "Login - Personal - Microsoft Edge" with the URL "https://enrollment.link2gov.com/login/". The page content is titled "Create Account" and includes a back arrow, the text "Enter a username to continue", and a "Username \*" input field containing "email.address@gmail.com". A blue callout box on the right points to the input field. Below the input field is a "Continue" button, also pointed to by a blue callout box on the right.

4. A pop-up will ask for a six-digit code.



5. You will receive an email with a six-digit code to enter into the next step. The email will look like the one below.



6. Enter the code in the field provided and click continue.

Login - Personal - Microsoft Edge  
https://enrollment.link2gov.com/login/

< Create Account

Enter the verification code sent to your mailbox

Verification Code \*  
119457

Resend Code

Continue

7. In the Create Account window, enter your name, phone number and password. Click Create.

Login - Personal - Microsoft Edge  
https://enrollment.link2gov.com/login/

< Create Account

Username  
marianne.burleson@wvc.biz

First Name \*  
Your First Name

Last Name \*  
Last Name

Phone Number \*  
8888888888

Phone Number should be 10-17 digits long and include a valid area code

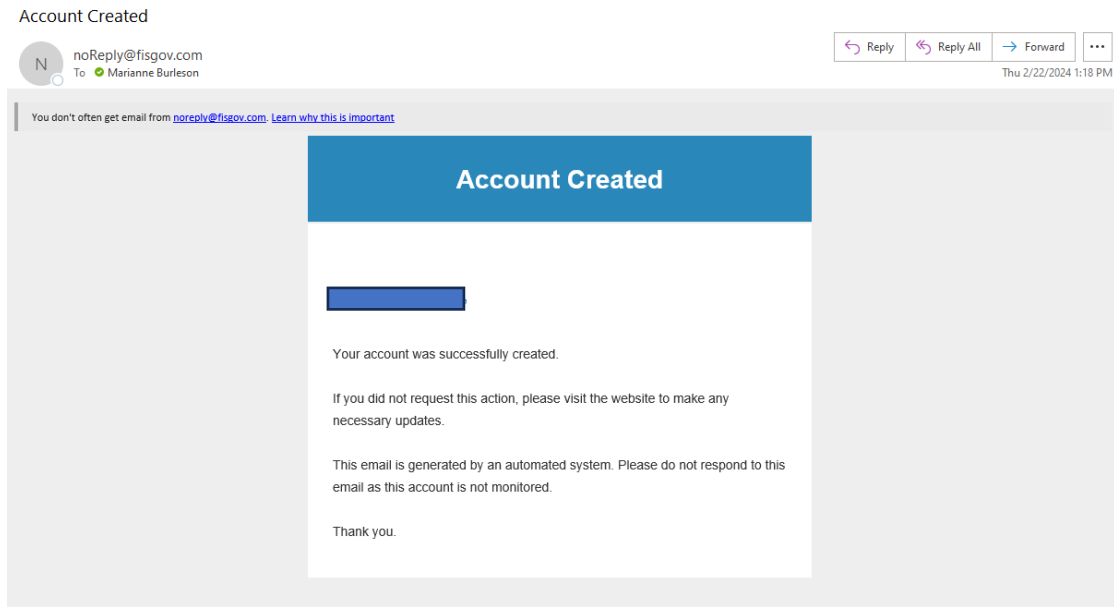
Password \*  
.....

Confirm Password \*  
Confirm Password is required

Use 8 or more characters with a mix of upper-case and lower-case letters, numbers & symbols

Create

## 8. An email will be sent that an account has been created.



## 9. The sign in window will come back up, you will need to enter your login information and password again.

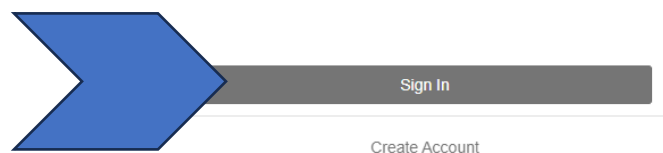


Sign In

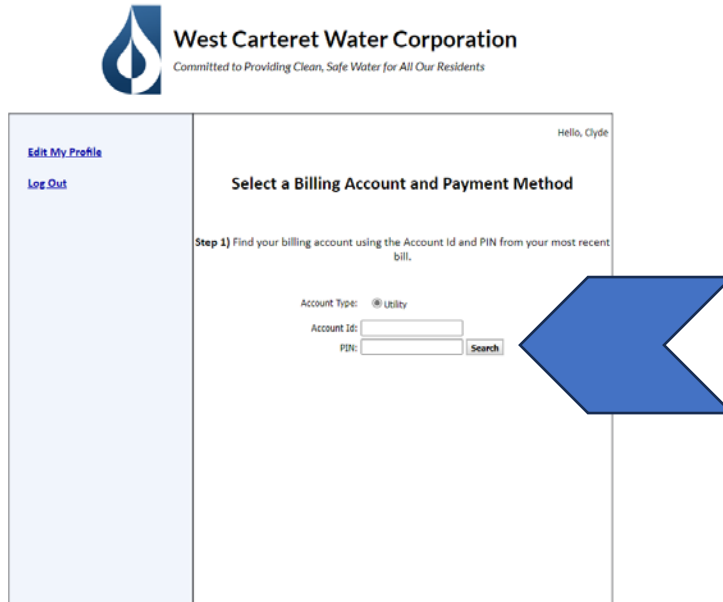
Username \*

Password \*

[Forgot your Username](#) or [Password?](#)

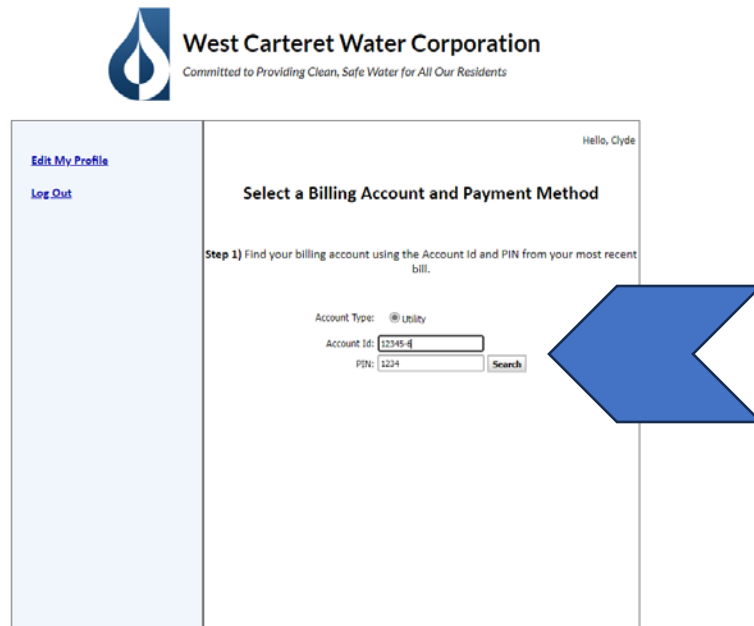


10. Enter the Account Id and Pin number you received in the mail or on your bill.



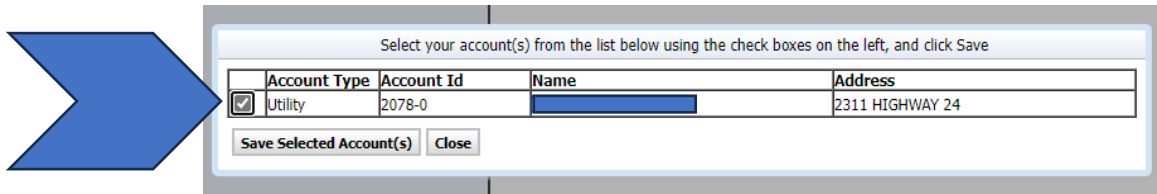
The screenshot shows the West Carteret Water Corporation website. At the top left is the logo, a blue water drop with a white outline, and the text "West Carteret Water Corporation" with the tagline "Committed to Providing Clean, Safe Water for All Our Residents" below it. On the right side of the header, it says "Hello, Clyde". A left-hand navigation menu contains two links: "Edit My Profile" and "Log Out". The main content area is titled "Select a Billing Account and Payment Method". Below the title, it says "Step 1) Find your billing account using the Account Id and PIN from your most recent bill." There are three input fields: "Account Type:" with a radio button selected for "Utility", "Account Id:" with an empty text box, and "PIN:" with an empty text box. A "Search" button is to the right of the PIN field. A large blue arrow points from the right towards the "Search" button.

11. Click Search once entering the information.

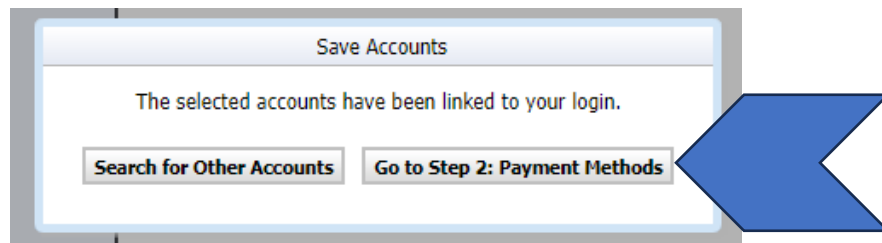


This screenshot is identical to the one above, but the "Account Id" field now contains the text "12345-4" and the "PIN" field contains "1234". The "Search" button remains to the right of the PIN field, and the large blue arrow still points towards it from the right.

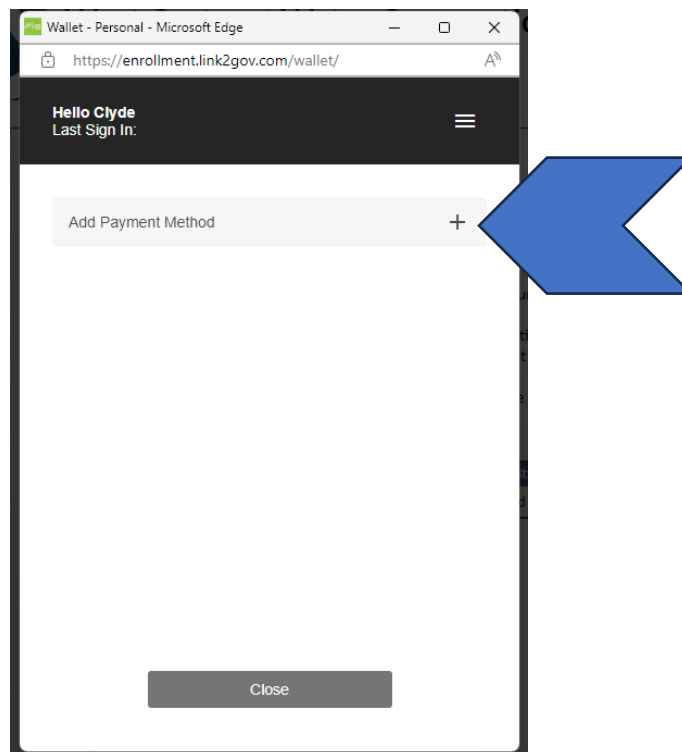
12. Verify your account information and check the box on the left. Click Save Selected Account(s).



13. You can add another account by completing the same process or Go to Step 2: Payment Methods.



14. Another pop-up window will prompt you to setup a payment method.



15. Choose if you are setting up credit card draft or bank draft options.
- a. If bank draft, enter your information and click the pencil icon to enter your billing information or

Wallet - Personal - Microsoft Edge

https://enrollment.link2gov.com/wallet/


### Add Payment Method

Card Bank

Account Number \* Routing Number \*

Account Holder Type Personal Bank Account Type Checking

Bank Nickname (optional)

Billing Information \* 

Add

- b. Enter the Credit card draft information and click the pencil icon to enter your billing information.

Wallet - Personal - Microsoft Edge

https://enrollment.link2gov.com/wallet/

✕ Add Payment Method


Card Bank

Card Number \*

Card Number is required

Expiration Month \* Expiration Year \*

Card Nickname (optional)

Billing Information \* 

Add



c. Once the billing information is entered, select update.

Wallet - Personal - Microsoft Edge  
https://enrollment.link2gov.com/wallet/

< Edit Billing Information

Billing Name \*

Billing Address \*

City \* State \*

Postal Code \*

Phone Number \*

Update

d. Once all the information is entered, click ADD to save the payment information.

Wallet - Personal - Microsoft Edge  
https://enrollment.link2gov.com/wallet/

× Add Payment Method

Card Bank

Card Number \*

Card Number is required

Expiration Month \* Expiration Year \*

Card Nickname (optional)

Billing Information \*

Add

16. The last step, you will be asked if you would like to Enroll in AutoPay.
17. Select the Edit button to do so.



Hello, Clyde

[Edit My Profile](#)  
[Log Out](#)

**Step 3) Should billing account(s) be enrolled in Auto-Pay?**

Enroll to have payments automatically scheduled for your account(s) below.

When enrolled in AutoPay, payments will be automatically scheduled for each due date using your selected payment method.

NOTE: When enrolling or unenrolling within days before due date, changes may not apply to the current bill.

Type	Account Id	Property Location	AutoPay Status	
Utility	2078-0	2311 HIGHWAY 24	Not Enrolled	<input type="button" value="Edit"/>

[Click here to finish account setup](#)

**Select AutoPay Status:**  Enrolled  Not Enrolled

18. Select the button to Enrolled and save.
19. Then click the message, "Click here to finish account setup"