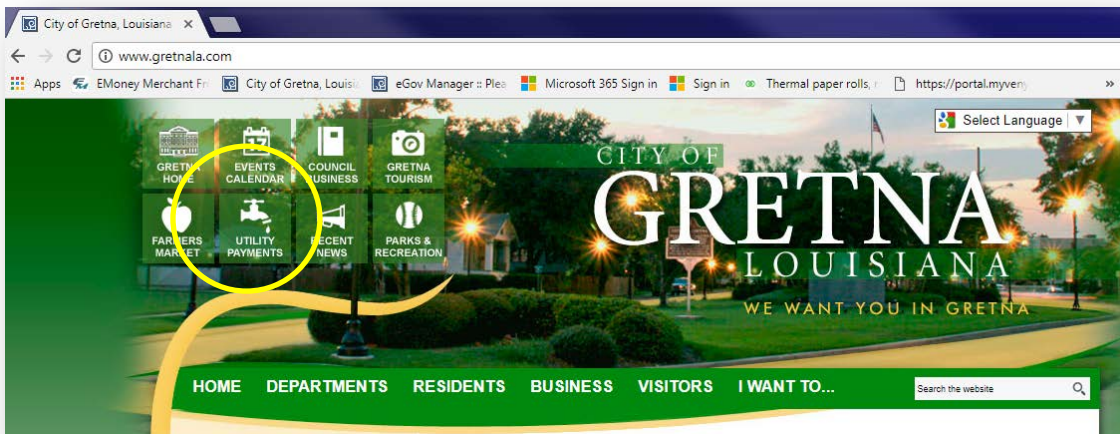


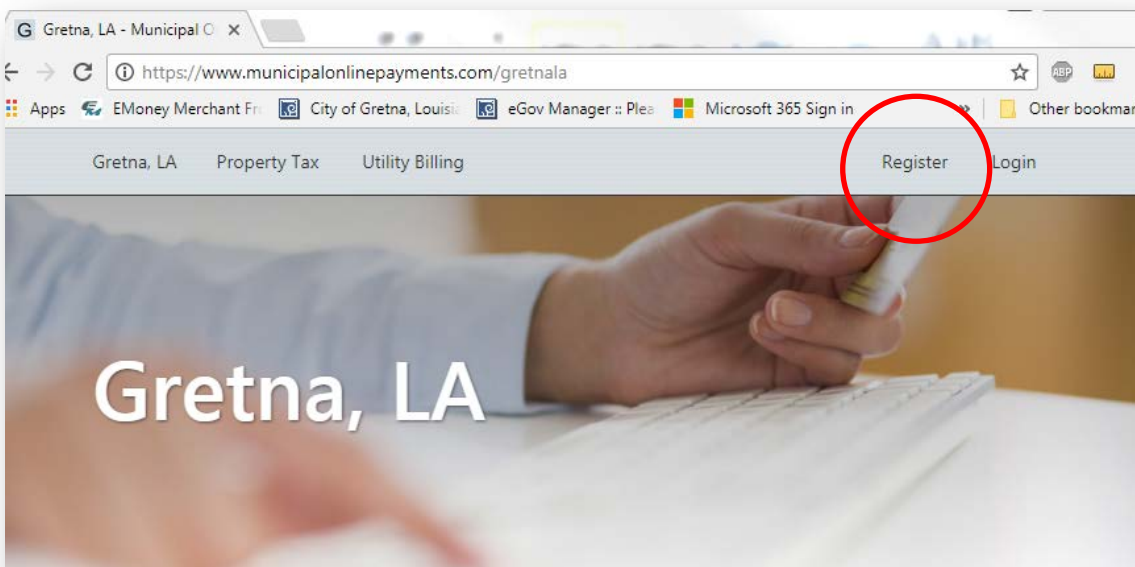
Steps to Sign Up for Online Payments

1. Go to the city's homepage: www.gretnala.com

Click on the "Utility Payments" link near the top of the page:



2. Click the "Register" link near the top of the payment page:



3. Complete the Member Registration form:

Gretna, LA / Member Registration

Member Registration

Already a member? [Login](#)

Email *

Name *

Phone Number

Password *

Confirm Password *

4. Check your email for instructions on confirming your account:

Gretna, LA Property Tax Utility Billing Register

Gretna, LA / Login

An email was sent to myemail@gretnala.com with instructions for activating your membership. ✕

Login

Don't have a member login? [Go to Member Registration.](#)

Email

Password

[Password Recovery](#)

From: noreply@municipalonlinepayments.com Sent: Thu 08/10/2017 3:57 PM

To:

Cc:

Subject: Thank you for registering!

Thanks for registering. Your membership application is almost complete.

Please click the following link to confirm your email address:

<https://www.municipalonlinepayments.com/gretnala/activate?returnUrl=https%3A%2F%2Fwww.municipalonlinepayments.com%2Fgretnala&h=aa7e1860-aa15-4455-b256-5321ccb41e6d>

5. The link in the email will take you back to the login page. Use your Email and Password to log in:

Gretna, LA / Login

Your membership was successfully activated. You may now login. ✕

Login

Don't have a member login? Go to [Member Registration](#).

Email

Password

[Password Recovery](#)

Now that you're registered and logged in you can access payment options.

6. Click on "Utility Billing":

Available Services

- [Property Tax](#)
- [Utility Billing](#)

7. Add one or more utility accounts to your profile by clicking "Add an Account"

Utility Billing Home

You do not have any Utility Billing accounts associated with your membership.

8. Enter your account number, including the dashes, and the amount of your last payment, then click the “Add Account” button.

Add Account

Account Number * ×
Please include all dashes. For example: 01-0101-01

Last Payment Amount *

Your account will be listed and available to pay. You may also click the “Add Account” button to add additional accounts as needed.

Accounts					<input type="button" value="Add Account"/>
Account Number	Address	Last Payment	Balance	Pay	
33-0123-45	123-456-789	7/31/2017	Due 8/14/2017	<input type="button" value="Pay"/>	