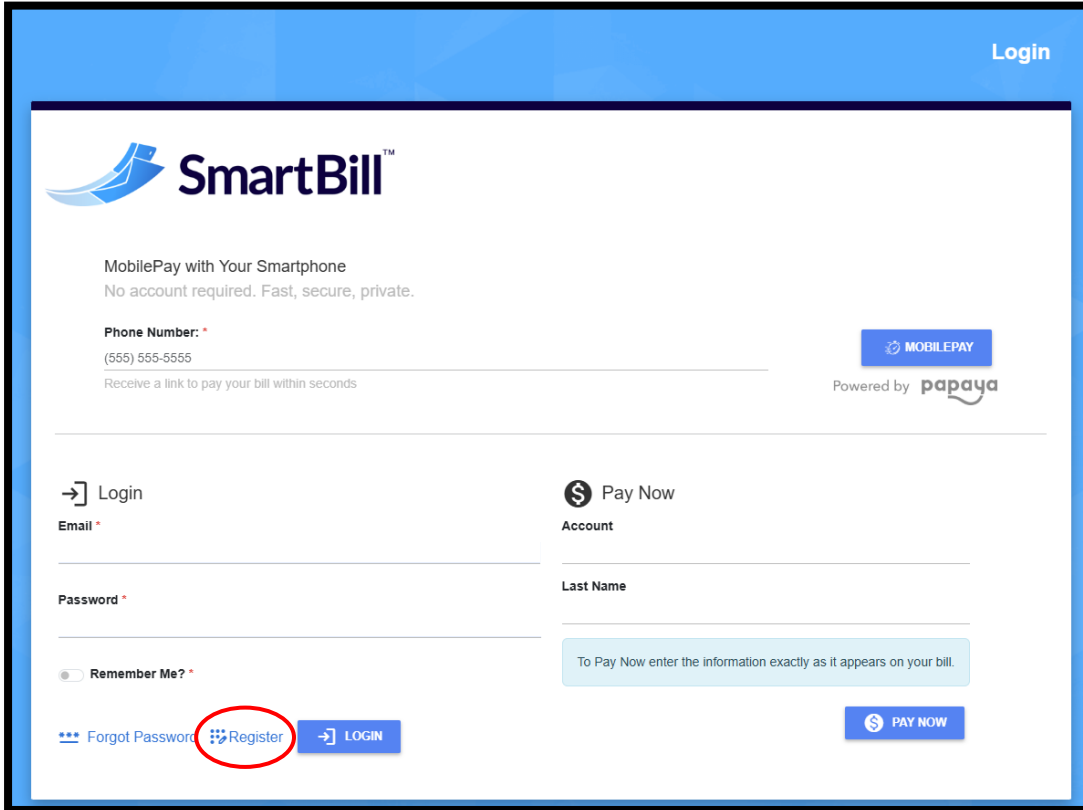# Initial Registration on the SmartPay Works Portal
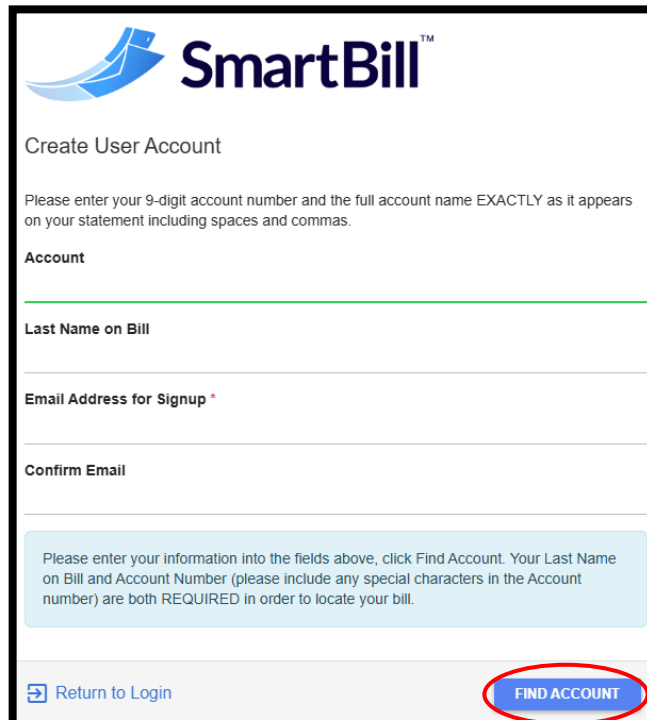
Creating your portal registration to access and pay your statement.

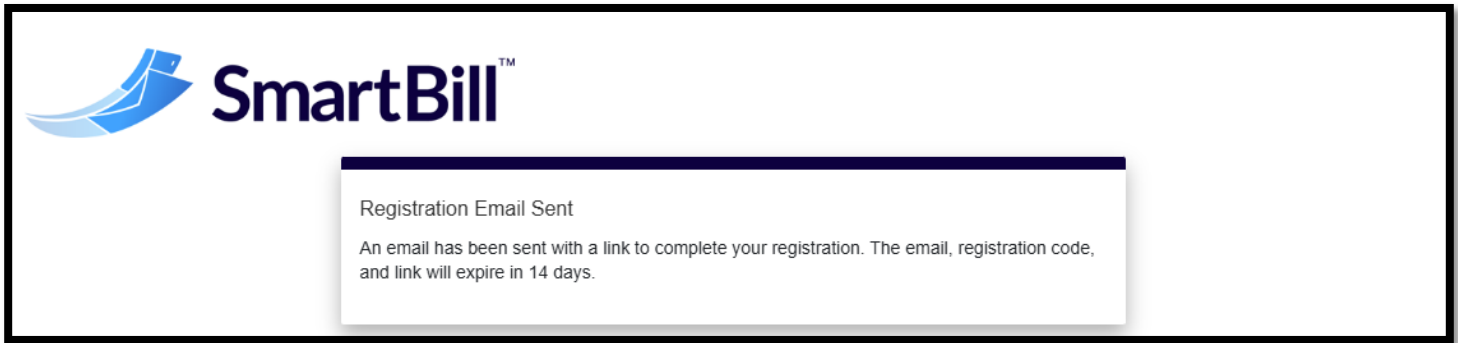Follow the URL provided by your provider and select "**Register**"

Once the "**Create User Account**" screen appears, enter all necessary information exactly as it appears on your statement. Then select "**Find Account**".
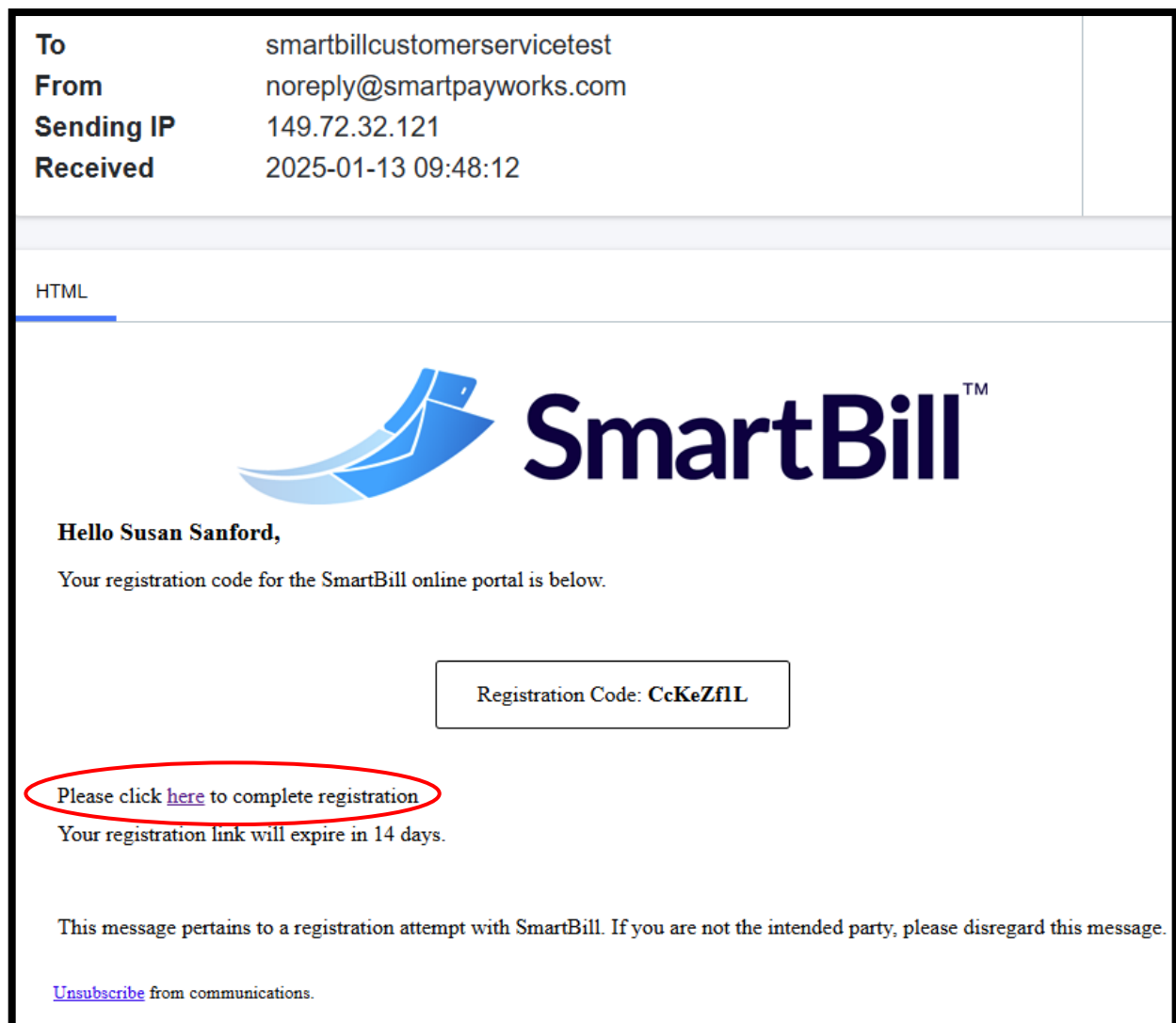
The below notification will appear when the account is found, and an email has been sent. You will need to go into your email account to continue the registration process.
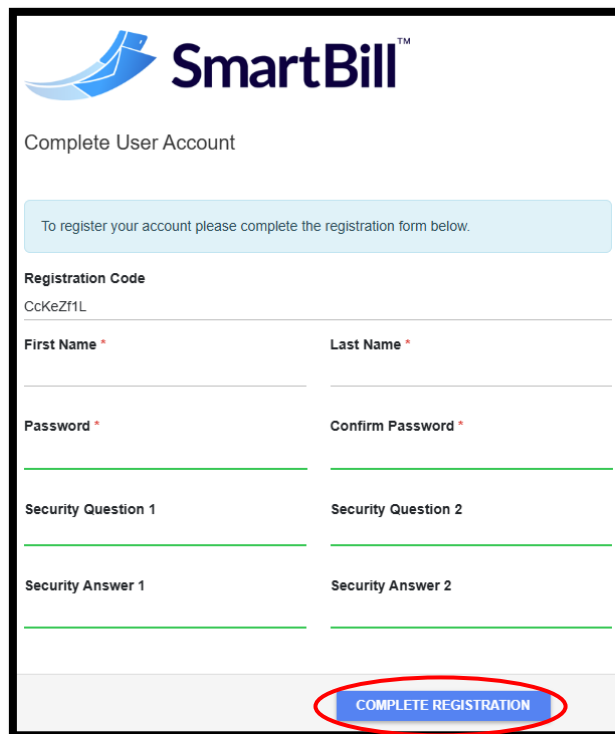

SmartBill™

Registration Email Sent

An email has been sent with a link to complete your registration. The email, registration code, and link will expire in 14 days.

In your email, look for the below example. You may need to check your "Spam" or "Junk" folder.

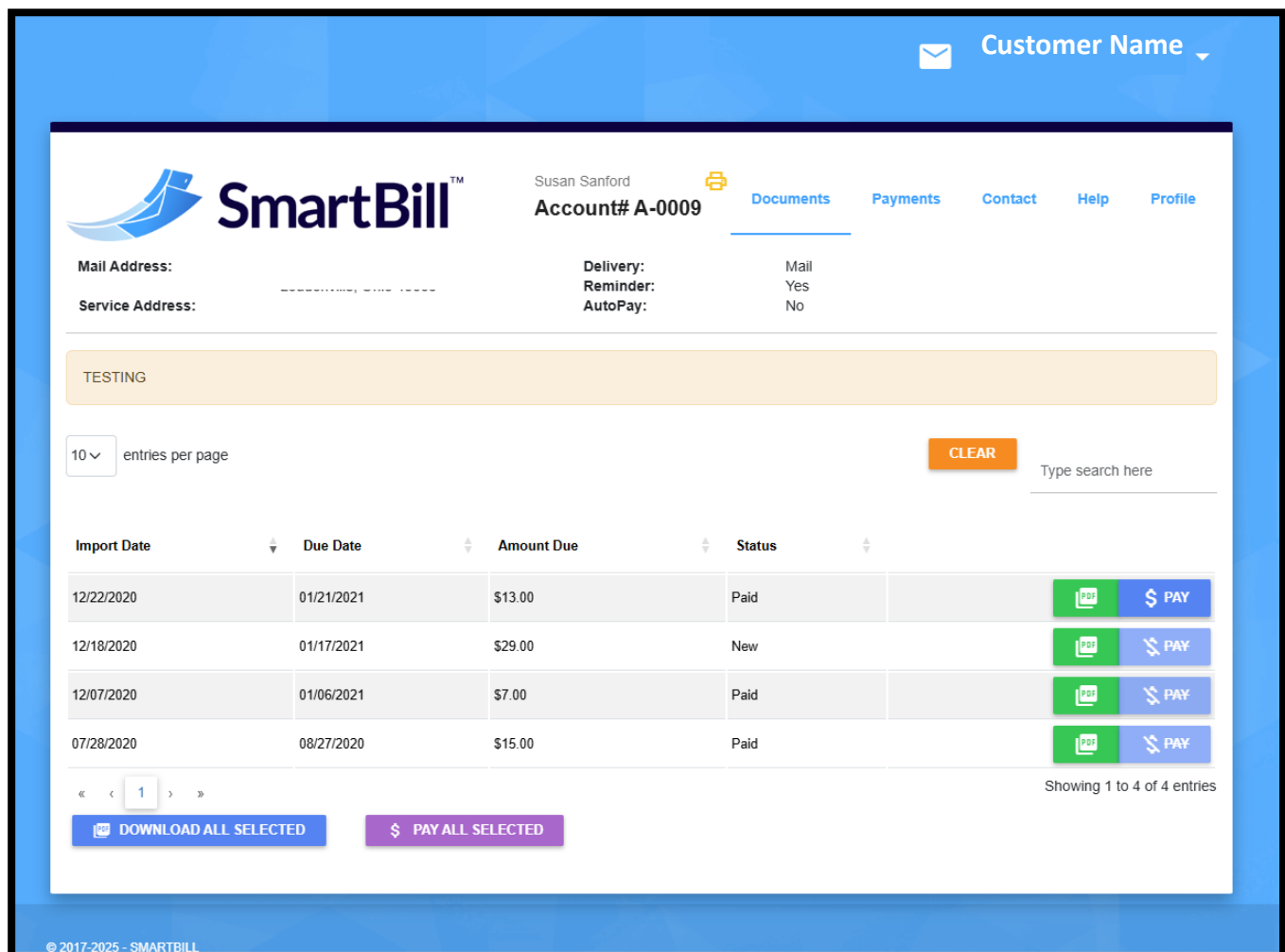| From	Subject
☐ noreply@smartpayworks.com	SmartBill | SmartPay Works Registration

Select to open this email and click on the following link.

To	smartbillcustomerservicetest
From	noreply@smartpayworks.com
Sending IP	149.72.32.121
Received	2025-01-13 09:48:12

HTML

SmartBill™

Hello Susan Sanford,

Your registration code for the SmartBill online portal is below.

Registration Code: **CcKeZf1L**

Please click here to complete registration
Your registration link will expire in 14 days.

This message pertains to a registration attempt with SmartBill. If you are not the intended party, please disregard this message.

Unsubscribe from communications.

Complete the User Account information and select "*Complete Registration*".

Once you have selected "**Complete Registration**" and your screen loads, you will be signed into your account and able to see your statements, make payments, save payment methods, enroll in AutoPay, enroll in paperless bill and more.