

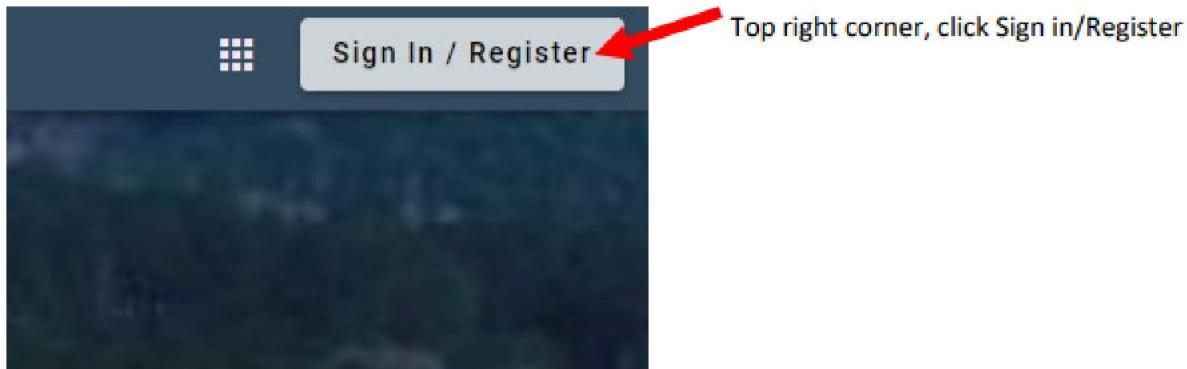
New User Registration Instructions

Step 1: Go to <https://www.municipalonlinepayments.com/gypsumco>

Step 2: Click Payments at the top of the screen

Step 3: Click Sign In / Register

Top right corner, click Sign in/Register



Step 4: Click Register – Do not login unless you have already registered

A screenshot of a "Login" page. At the top, the word "Login" is displayed. Below it are two input fields: one for "Email address" and one for "Password". Underneath these fields is a large blue button with the word "Login" in white. Below the "Login" button are two links: "Forgot password?" and "Don't have an account? Register". A red arrow points to the "Register" link.

Step 5: You must have an email address to Register. Complete the Registration.

Register

Email required

Password required

Confirm Password required

Name

Phone number

[Register](#) [Cancel](#)

Already have an account? [Login](#)

Step 6: If registration is completed correctly, you should see this screen. Go to your email account to complete the registration process.

Login

An email has been sent to [\[REDACTED\]@gmail.com](#) regarding your account

[Login](#)

[Forgot password?](#)

[Don't have an account? Register](#)

Step 7: The below email should have come through to your personal email address that you used to register. Click Activate Account.

Note: this email will expire within 24 hours. If you do not click Activate Account within 24 hours of registering, you will have to begin the registration process over again.

New Account Registration

Welcome to Municipal Online Services! You're receiving this email because you registered an account online. If you did not request this account, please disregard this email.

To activate your account please click the button below:

[Activate Account](#)

1/23/2023 2:40:42 PM

Note: Activation link expires in 24 hours, please log in again to receive a new activation email.

Step 8: You should see the below screen if you activated your account correctly. Login with your email and password that you used during the registration process.

Login

Your account has been activated. You X may now login.

[Login](#)

Step 9: Once you login, click on Sales tax

Welcome to Online Access!

Tyler Provides all your online needs with a one vendor solution

- Test our new UI by navigating around the portal
- Check out the services we have available in the right hand panel

 tyler
technologies

Available services

Accounts Receivable
Building Projects
Business Licenses
Call Center
Court Defendant Access
Miscellaneous Payments
Sales Tax
Utility Billing

Accepted payment methods

Welcome
Welcome to Online Access and
Payments demo site powered with
Tyler Payments. Providing all your

Step 10: Click Add Account

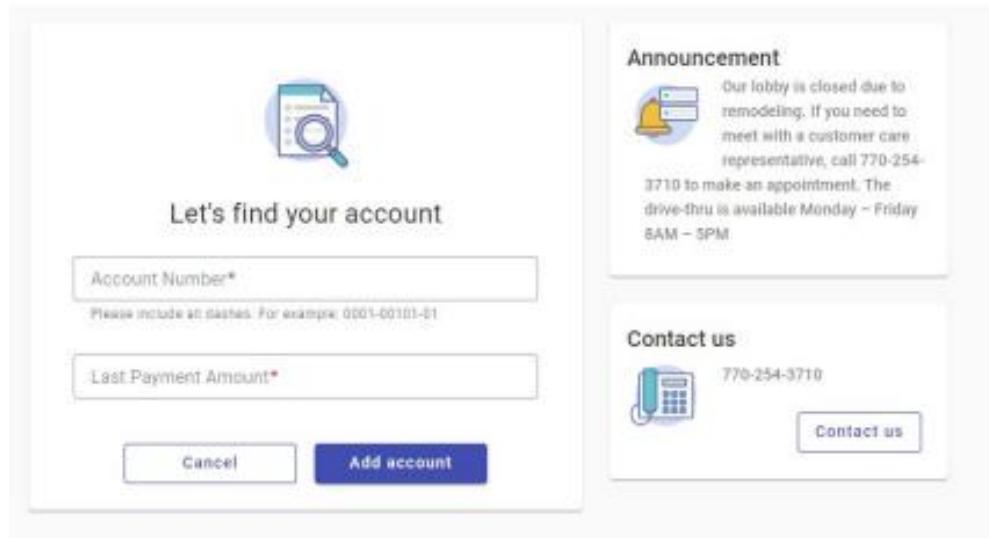
Accounts

You do not have any Pay My Bill accounts associated with your login.
Add an account to access account details, pay your bills, and manage accounts.

Add account



Step 11: Enter the account number and last payment account, then click Add Account. You will find your account number and last payment amount on your previous billing statement. If your account is new, then your last payment amount is zero.



The screenshot shows a web interface for account management. On the left, there is a search form titled "Let's find your account" with fields for "Account Number*" and "Last Payment Amount*". Below these fields are "Cancel" and "Add account" buttons. On the right, there is an "Announcement" box containing text about a lobby closure and a contact us section with a phone icon and a "Contact us" button.

Announcement

Our lobby is closed due to remodeling. If you need to meet with a customer care representative, call 770-254-3710 to make an appointment. The drive-thru is available Monday – Friday 8AM – 5PM

Contact us

770-254-3710

Contact us