

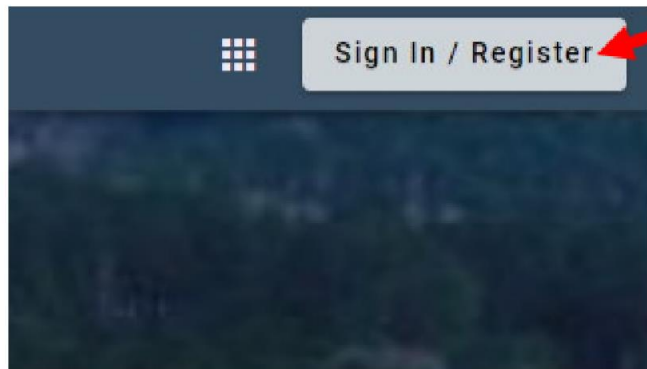
## New User Registration Instructions

**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

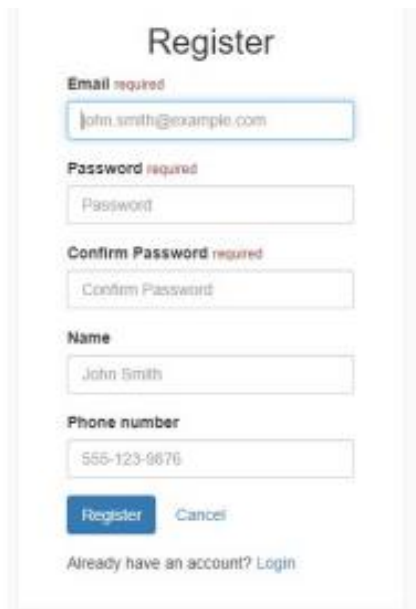
Top right corner, click Sign in/Register



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

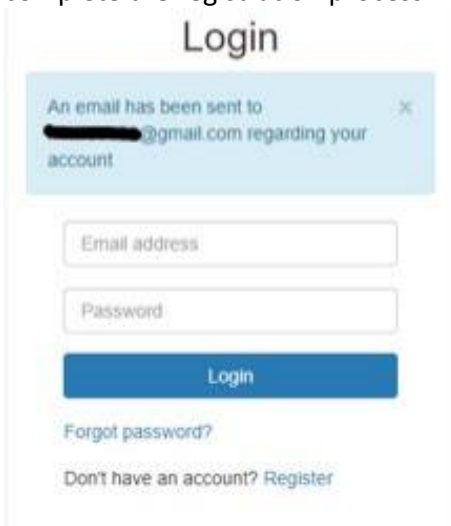
A screenshot of a login and registration form. At the top, the word "Login" is centered. Below it are two input fields: "Email address" and "Password". Under the "Password" field is a blue button labeled "Login". Below the "Login" button are two links: "Forgot password?" and "Don't have an account? Register". A red arrow points from the right side of the form to the "Register" link.

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



The Register form is titled "Register" in a large, bold, black font. It contains several input fields with labels and "required" status in red text: "Email required" with the value "john.smith@example.com", "Password required" with the placeholder "Password", and "Confirm Password required" with the placeholder "Confirm Password". Below these are fields for "Name" (value "John Smith") and "Phone number" (value "555-123-9876"). At the bottom, there are two buttons: a blue "Register" button and a grey "Cancel" button. Below the buttons is a link: "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.



The Login form is titled "Login" in a large, bold, black font. At the top, there is a light blue notification box with the text "An email has been sent to [redacted]@gmail.com regarding your account" and a close button (X). Below the notification are two input fields: "Email address" and "Password". A blue "Login" button is positioned below the password field. At the bottom, there are two links: "Forgot password?" and "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 may now login. ×

Email address

Password

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



### 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 bill, 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.



### Let's find your account


Please include all dashes. For example: 0001-00101-01

#### 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