



INSTRUCTIONS TO CREATE YOUR WEB PORTAL ON THE UFBUD.COM WEBSITE

- 1. Log on to www.ufbud.com and click Pay Online.**
- 2. Below the blue Go button, click on Sign Up.**
- 3. Enter requested information in full and then click submit.**
- 4. You will need your billing account number shown on your bill or call the office to obtain. You must use the format of all twelve numbers with dashes for accuracy such as 000-00000-000.**
- 5. You will receive an email for you to confirm your account.**
- 6. Once confirmed, you then have full access to your account and customize as so desired.**
- 7. You can go to “My Settings”, click on “Manage Notifications”. Email notifications will already be checked and you have the option to also receive text messages as well. You can also choose to sign up for paperless billing if so desired. If you choose to receive text messages, you will then be prompted with a code on your cell phone to confirm this request. It will verify your option to receive text messages.**
- 8. Save your changes before exiting the portal.**

Log back into portal at ufbud.com using your email as the user name and the password you chose. You now have full access to your account with information such as billing, water usage, history, and payment options. You will also receive notifications from us regarding any water outages, urgent notices, water leaks, and billing issues. Please call us at (423) 332-9733 if you need any assistance.

**We greatly appreciate you taking the time to register your account as we move forward with more communication options from the District to YOU, our valued customer.
Thank you**