



INSTRUCTIONS TO REGISTER YOUR CUSTOMER WEB PORTAL AFTER RECEIVING AN EMAIL INITIATED BY DISTRICT

- 1. After receiving the email from Union Fork Bakewell Utility District, click on “Set Password”**
- 2. Type in password you prefer to use for your account and confirm password. Type in your billing account number.**
- 3. Click Register**
- 4. Once the portal opens, you will 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. If you choose to also receive texts, enter your cell phone number. 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.**
- 5. 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**