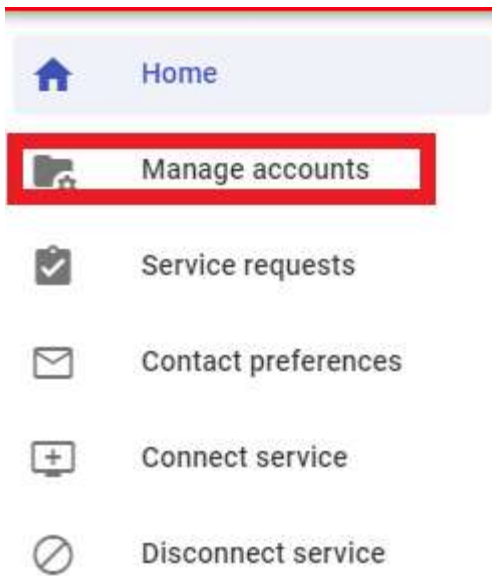


Tarentum Borough – Add Additional Utility Accounts

1. Visit: MunicipalOnlinePayments.com/tarentumboroughpa.
2. In the top right-hand corner of the page, please select the “Sign In / Register” button to log in:

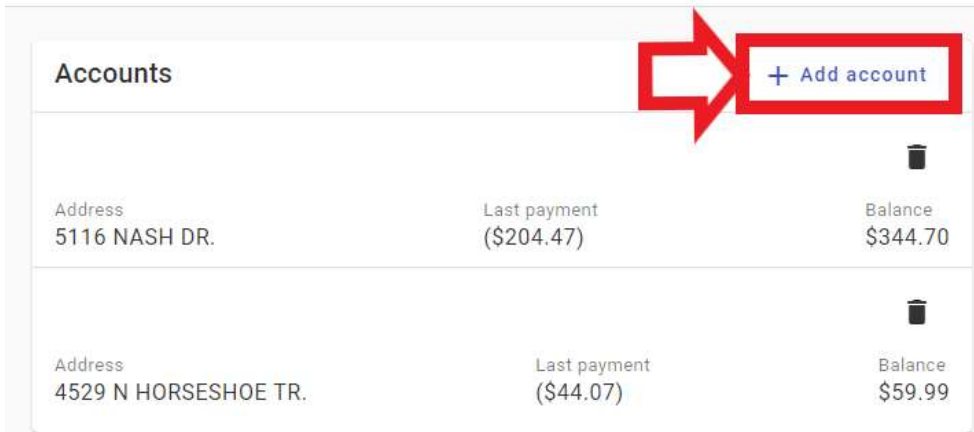


3. Once Logged in, on the left-hand side of your account homepage, you will see a sidebar with various selections. To add another utility account to your online portal, please select “Manage Accounts” in the sidebar.



4. On the “Manage Accounts” page you will see a list of all your utility accounts currently linked to your online portal. To add another existing utility account to your online profile, please select the “+ Add Account” button.

Manage accounts

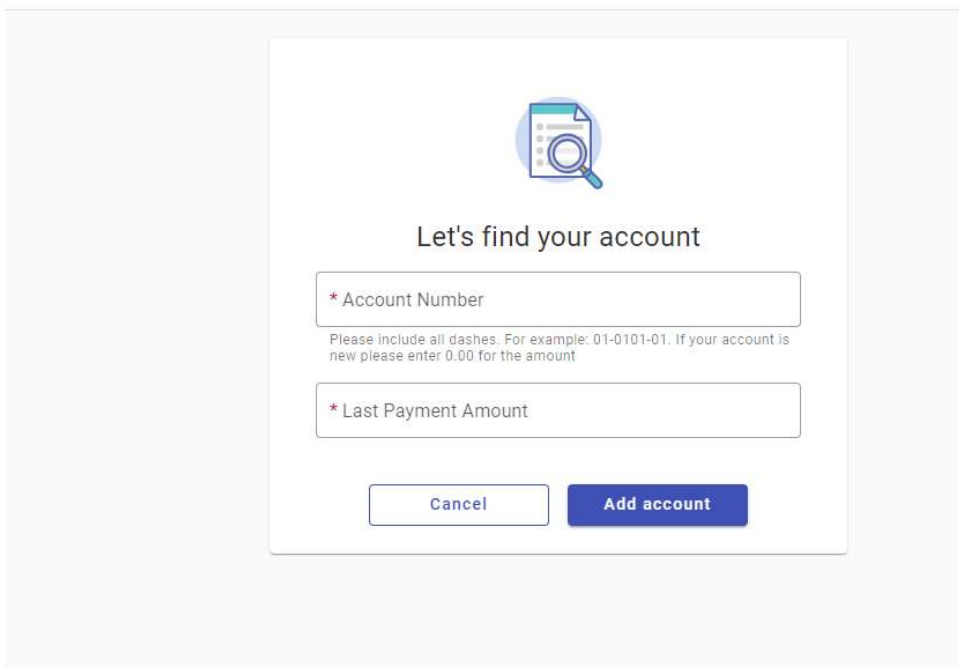


The screenshot shows the 'Manage accounts' interface. At the top, there is a header 'Accounts' and a '+ Add account' button, which is highlighted with a red arrow and a red box. Below this, there is a table listing utility accounts. Each row includes an address, the last payment amount, and the current balance. There are also trash icons next to each account entry.

Address	Last payment	Balance
5116 NASH DR.	(\$204.47)	\$344.70
4529 N HORSESHOE TR.	(\$44.07)	\$59.99

5. From here you find your existing utility account to link with your online portal. Please enter the account number for the utility account you wish to add, and the last payment amount made on that account.

Add account



The screenshot shows a form titled 'Let's find your account'. It features a magnifying glass icon over a document. Below the title, there are two input fields: '* Account Number' and '* Last Payment Amount'. A note below the first field reads: 'Please include all dashes. For example: 01-0101-01. If your account is new please enter 0.00 for the amount'. At the bottom of the form, there are two buttons: 'Cancel' and 'Add account'.

6. Once your account is found, you will receive an banner message towards the top of your page, confirming your account was successfully added to your portal, and you can now manage your account via your online membership.

