2. Adding the first Utility Account

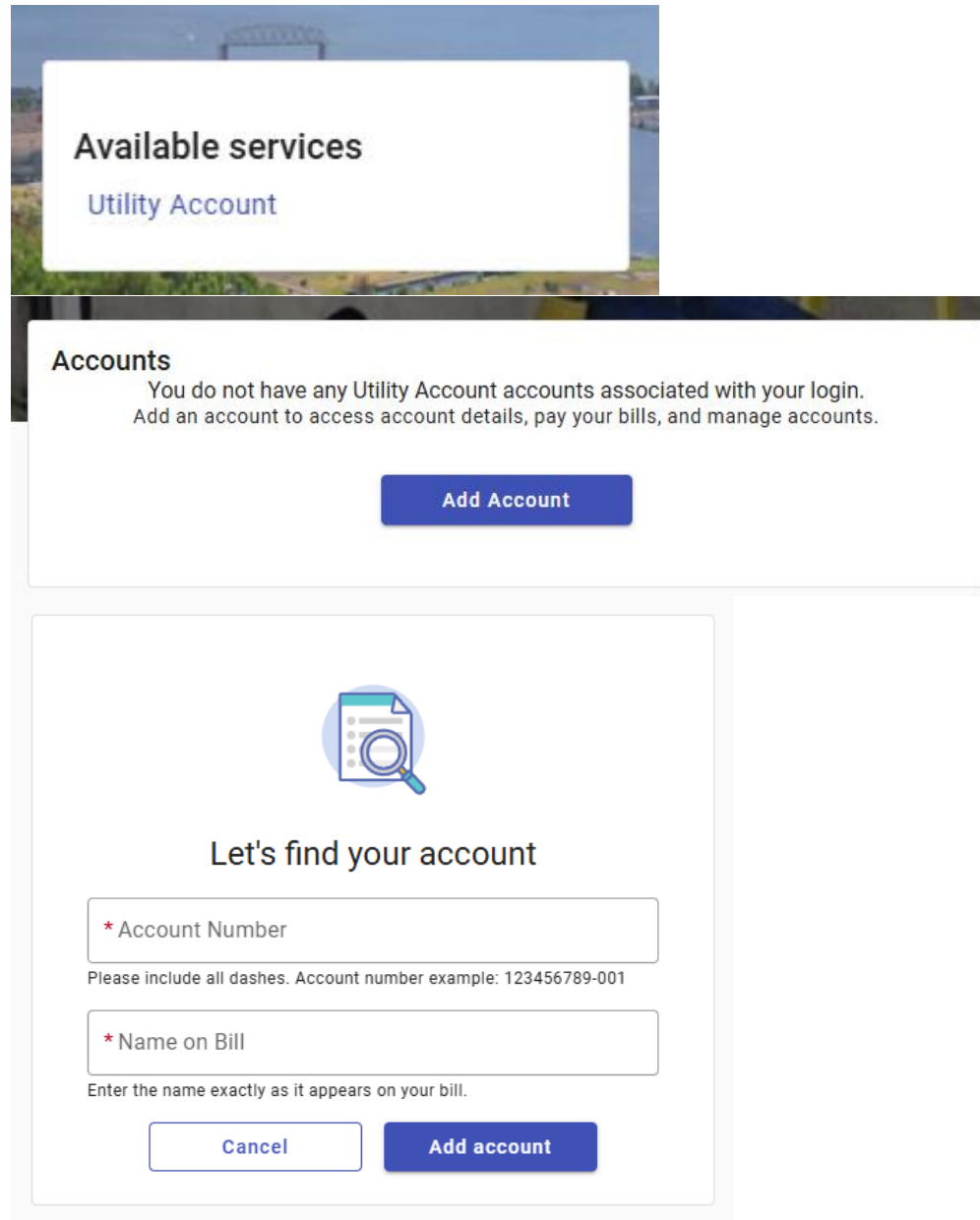**1** Login to the Utility Access Portal using your username and password. Select Utility Account

Available services

Utility Account

2 After logging in the first time, the user will be prompted with a box to add an account. Click the Add Account button.

Accounts

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

Add Account

3 Enter the account credentials. ComfortSystems account numbers are formatted 12345679-001 or 123456789S-001. Enter the name exactly as it appears on the bill. Click Add Account

Let's find your account

* Account Number

Please include all dashes. Account number example: 123456789-001

* Name on Bill

Enter the name exactly as it appears on your bill.

Cancel   **Add account**