REGISTRATION INSTRUCTIONS

NOTE:
For best results, Chrome is recommended.
The examples are color coordinated and will not be on our website.

Step One:

• With desktop devices: Click on this link, or go to www.eweb.org and click on Log in/Pay at the top right corner. (Green)

• With Mobile and Other Devices: Tap on the three lines to access your website menu bar. (Green) Tap on Log in/Pay. (Orange)
Note: Username and Password are blank and will remain blank throughout this step.

- Click on Register. (Green)

Step Two:

Note: Usernames and passwords have requirements. (Red)
Special characters are limited. (Light Blue)

- Fill in the blanks. (Yellow)
- Click on Terms & Conditions to read. (Dark Blue)
- Click on the small box to the left of the Terms & Conditions if you agree. (Orange)
- Click on Continue to create security questions. (Green)
Note: You must create three security questions. The answers must be letters and numbers only.

- Click on the drop-down arrow to see the complete list of security questions. (Orange)
- Highlight and click on your preferred questions.
- Answer your questions in the fillable boxes. (Yellow)
- Click on continue for an email to be sent to you to activate your portal. (Green)
- If you receive the email, click here to skip to Step Five.

Step Three:

- If you do not receive the email, check all your spam and junk folders.
- If you cannot locate the activation email, click on Resend Link. (Green)
- After you receive the activation email, click here to skip to Step Five.

Note: If you still did not receive this email, click on Log In. (Orange.)
Step Four:

Note: You will need to bypass the activation email by resetting your password.

If you have closed your Account Verification page, return to the Login page.

- Click on Forgot Password. (Green)

- Enter your username or email address to recover your account. (Yellow)
- Click on Continue. (Green)
• Select one of your three security questions. (Orange)
• Answer the security question. (Yellow)
• Click on Continue. (Green)

Security Question
What elementary school did you attend?
Answer
I don't remember
Cancel Continue

• Change your password. (Yellow)
Note: Remember to use the Password Rules. (Red). Special characters are limited. (Light Blue)
• Click on Continue. (Green)

Change Password
Password
Confirm Password
Password Rules:
• Must be 8-20 characters long
• Must contain at least 1 letter
• Must contain at least 1 number
• Must contain at least 1 special character
from this list: (!@#$%^&*()_+)
Cancel Continue

Note: This should manually activate your account.
• Click on Return to Log In. (Green)

Confirmation
You have successfully changed your password.
Return to Log In
• Enter your existing username and new password. (Yellow)
• Click on Log In (Green)

Note: After manual activation is completed, click here to skip to Step Six.

Step Five:
• Click on the provided link in your email to complete activation. (Yellow)

Note: If there is an error message, click here to return to Step Four.
• Click on Log In. (Green)
• Enter your existing username and password. (Yellow)
• Click on Log In. (Green)

Step Six:
• Enter your account information. (Yellow)
  1. Digits before dash
  2. Digits after dash
  3. Service Zip Code
• Click on Continue. (Green)
Step Seven:

Note: You will see all your active and inactivate accounts. (Orange)

The account number you used for registration will be your default account. (Red)

- Click on the boxes for any additional account numbers you want in your portal. (Yellow)
- Click on Continue. (Green)

If you do not see this screen, please call Customer Service at 541-685-7000, Monday – Friday, 9:00 a.m. to 6:30 p.m. or email eweb.answers@eweb.org for further assistance.

NOTE:

If you want Autopay and/or Paperless Bills, click on the links for instructions. It’s your choice!

Autopay Enrollment Instructions

Paperless Bill Instructions