

## How to Create a User Account in the new Utility Billing Portal

**Step 1:** Go to: <https://vanmeteria.frontdeskworks.com/> & click "Create Now"

Log In: FrontDesk

Email Address

Password

Remember Me

Don't have an account? [Create Now](#)

**Step 2:** Select YES to "Are you already receiving utility bills from us?"

Account Status Account Info Finish Sign-up

Are you already receiving utility bills from us?  
 Yes  No

Enter your Account Number from your most recent Utility Bill  
Account Number  Re-type Account Number

Current Physical Address where Service is located  
Address 1

Have more than one utility account with us? That's ok. You can add the rest of them after signing up for your FrontDesk Account.

**Step 3:** Enter your account number & utility service address

**Step 4:** Confirm your account & address

**Step 5:** Enter your name, email address, cell phone number & set your password

You must check  the acknowledgement box to proceed.

Account Status Account Info Finish Sign-up

Account Type  
Citizen

Name  
First Name  Middle Name  Last Name

Email Confirm Email Phone  
Email Address  Confirm Email Address  Cell Phone Number

Password Confirm Password  
Password  Confirm Password

By clicking here, you acknowledge you will be receiving electronic bills with your Frontdesk account. By default, you will no longer receive paper bills from the Vincent Clortho Public Utilities. You may opt in to receiving paper bills in addition to electronic bills by updating your Notification Preferences on the My Account tab.

Click 'Create Account' to finish this step!

**Step 6:** Select "Create Account"

**Step 7:** After clicking "Create Account", you will receive an email from FrontDesk to confirm your email. Upon confirmation, you can login.

The confirmation email does time out within 30 minutes.

If you have issues creating an account, please contact [info@vanmeteria.gov](mailto:info@vanmeteria.gov).