



# Utility Billing Portal

## CREATING YOUR ACCOUNT

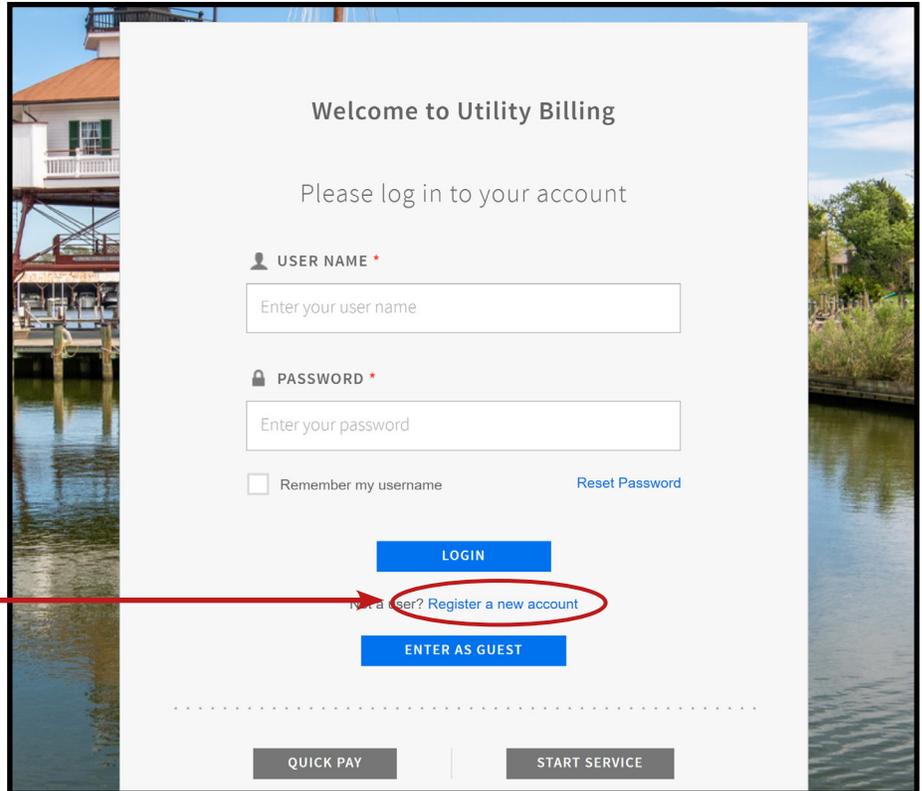
### HOW TO CREATE YOUR ACCOUNT

1. TYPE THE URL INTO YOUR WEB BROWSER TO VISIT THE UTILITY BILL PORTAL.

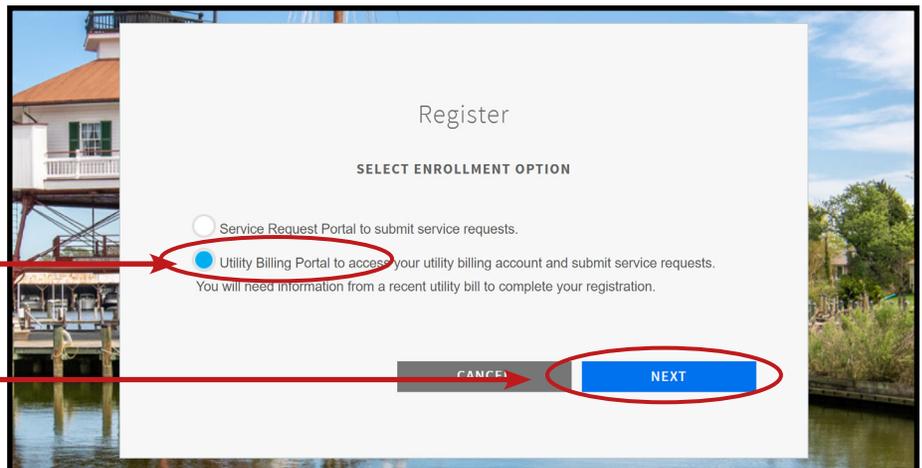
→ <https://ub.calvertcountymd.gov>



2. CLICK ON "REGISTER A NEW ACCOUNT".



3. SELECT "UTILITY BILLING PORTAL".



4. CLICK "NEXT".

Some features may change before going completely live.



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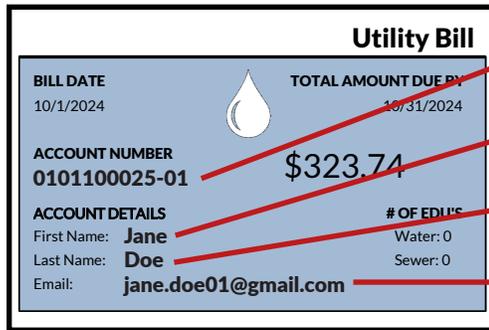
## CREATING YOUR ACCOUNT

### HOW TO CREATE YOUR ACCOUNT (INDIVIDUAL ACCOUNT)

#### 5. INPUT YOUR PERSONAL INFORMATION.

##### IMPORTANT:

The Billing Account Number, Last Name and Email Address **MUST** be inputted exactly as shown on your utility bill.



##### PASSWORD:

Password requires at least 5 characters, with at least one upper case, one lower case and one numeric character.

#### 6. COMPLETE:

Click "NEXT" when all fields are filled in.

Register

\* Required Field

Billing Account Number \*

First Name

Last Name \*

Email Address \*

Confirm Email Address \*

User Name \*

Password \*

Confirm Password \*

Security Question \*

Security Answer \*

0101100025-01

Jane

Doe

jane.doe01@gmail.com

jane.doe01@gmail.com

jane.doe

Sample01

Sample01

NAME OF FIRST PET

Boris

CANCEL

NEXT