



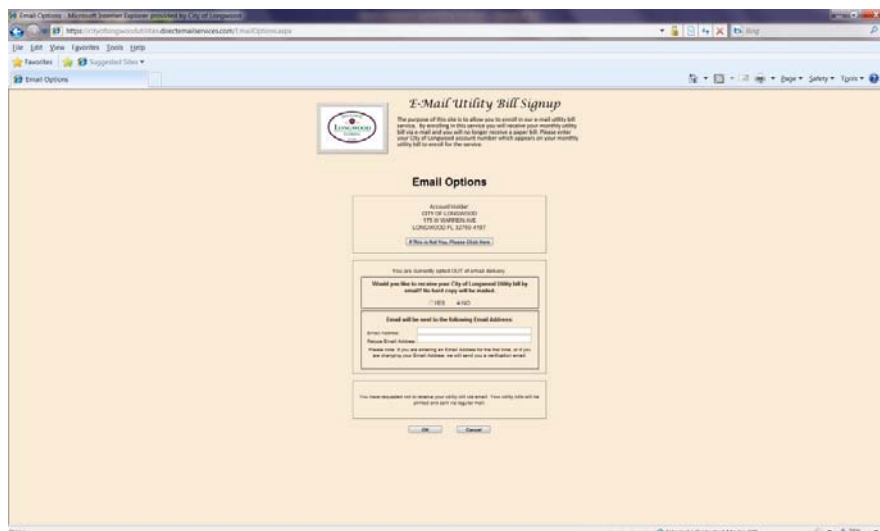
City of Longwood Email Utility Bill Signup

The following are instructions for signing up for the system that will send your City of Longwood utility bill via electronic mail. Please note you will receive your utility bill via email the second billing cycle after signing up for the service when you are a new customer and the next billing cycle for existing customers. Once you receive your City of Longwood utility bill via email you will no longer receive a paper copy of the bill in the mail. You may opt out of the service at any time by calling the Utility Billing office at 407-260-3470.

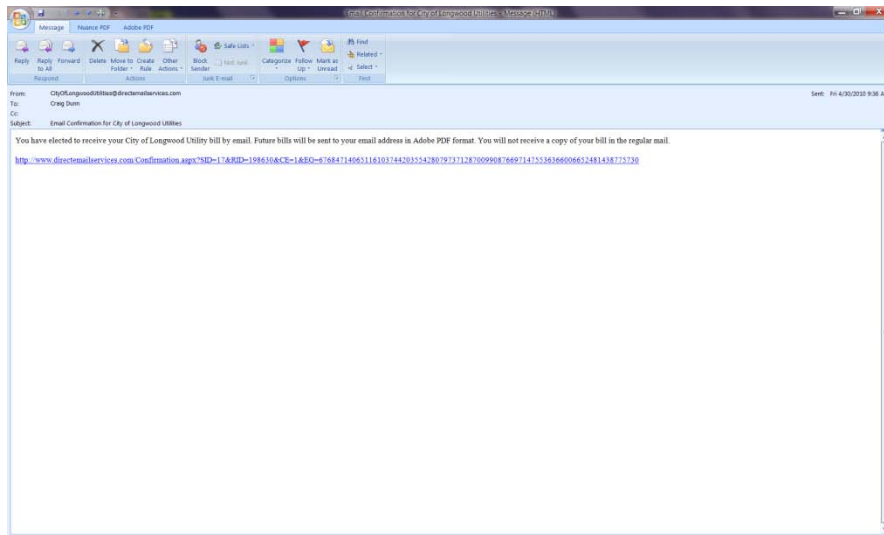
1. Open your Internet browser (Internet Explorer, Firefox, etc.) and access the site <https://cityoflongwoodutilities.directemailservices.com>.
2. When the following window appears, enter your City of Longwood account number and click on the Log In button.



3. When the following window appears, please verify the account holder information. If the information is correct please continue to step 4. If the information is not correct please click on the If This is Not You, Please Click Here button. You will be given another opportunity to enter your account number. If the information is not correct after the second attempt, please contact the Utility Billing office at 407-260-3470.



4. Under the heading Would you like to receive your City of Longwood Utility bill by email? No hard copy will be mailed, please click on the YES radio button.
5. Under the heading Email will be sent to the following Email Address, please enter your email address in the Email Address field.
6. Under the heading Email will be sent to the following Email Address, please enter your email address in the Retype Email Address field.
7. Click on the OK button at the bottom of the page.
8. Another window will appear stating you will receive an email message asking you to confirm your email address. Click on the Finished button.
9. Next, open your email program and check for a message from CityOfLongwoodUtilities@directemailservices.com. The message should be similar to the one below. Please click on the link in the email message.



10. When the following window appears, click on the Finished button to complete the process.

You have successfully completed enrolling in the email utility bill system.

