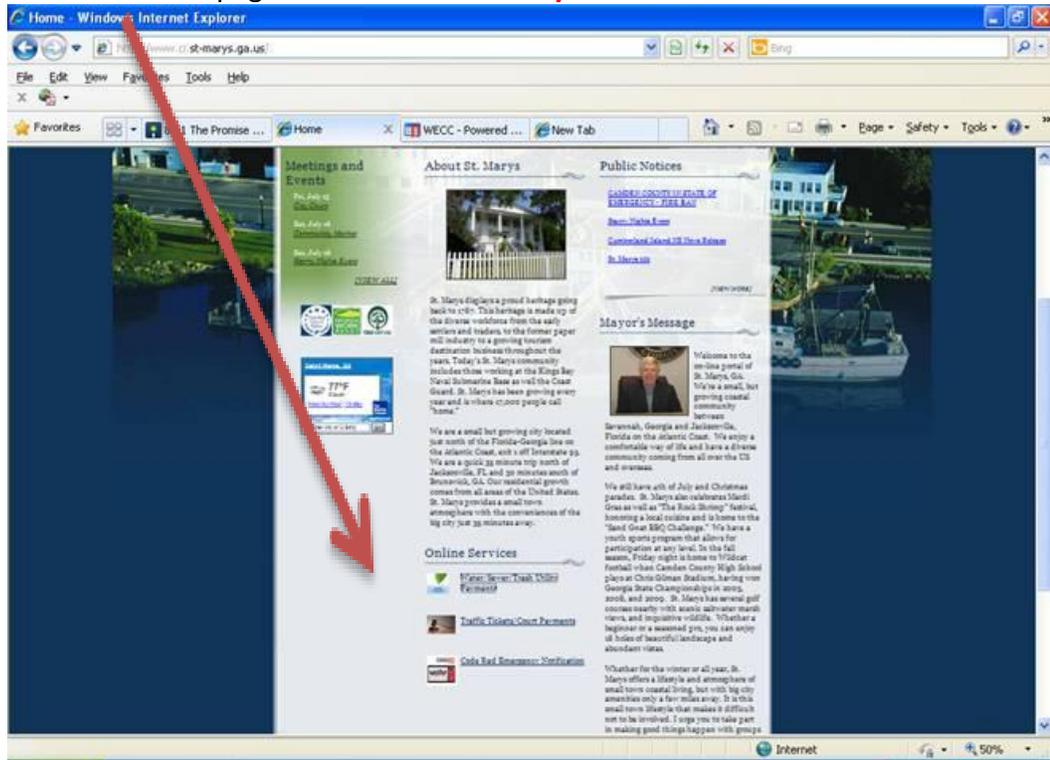


City of St. Marys Utility Online Payment Password Reset Instructions

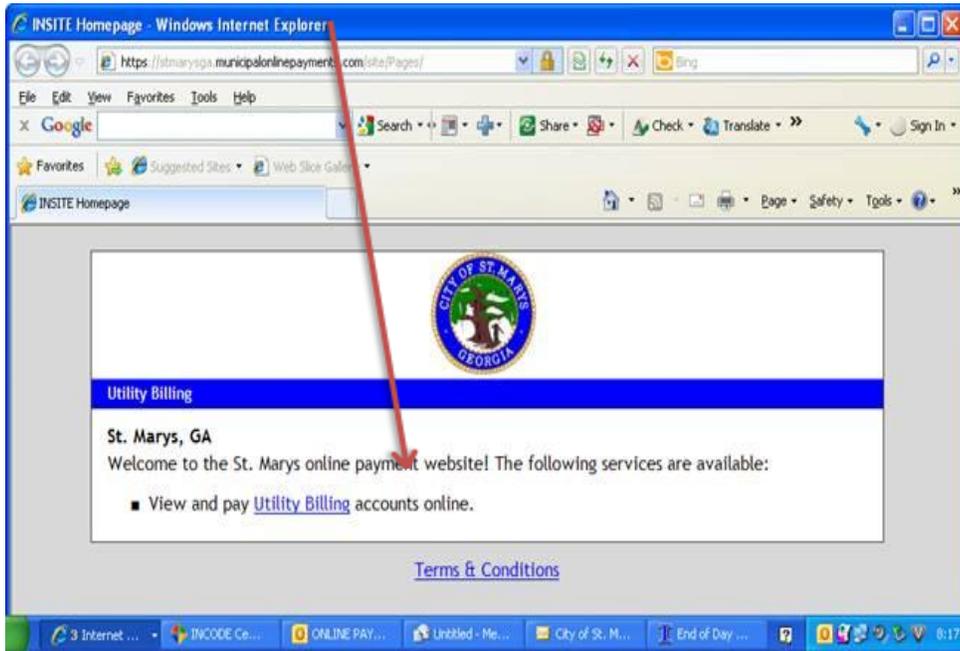
Your online account has been unlocked. Follow the steps below to log back into your account and change your password.

1. Go to www.ci.st-marys.ga.us
2. Scroll down the page and select **Online Payments**



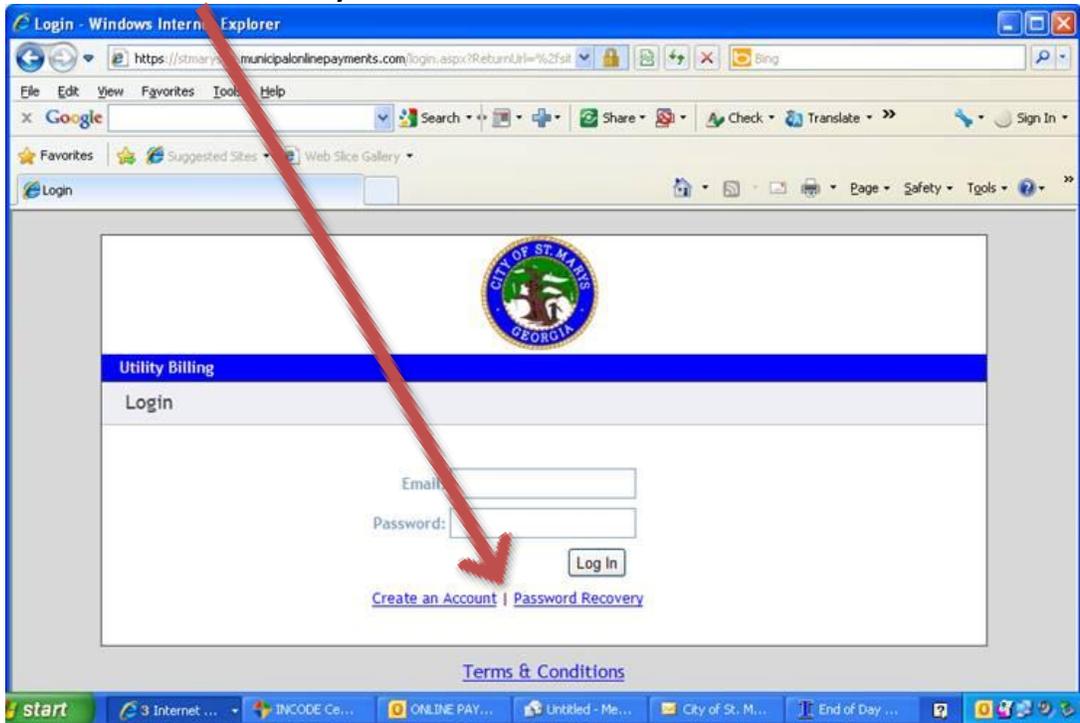
- 3.
4. Click on **Utility Billing**

City of St. Marys Utility Online Payment Password Reset Instructions



5.

6. Select Password Recovery



7.

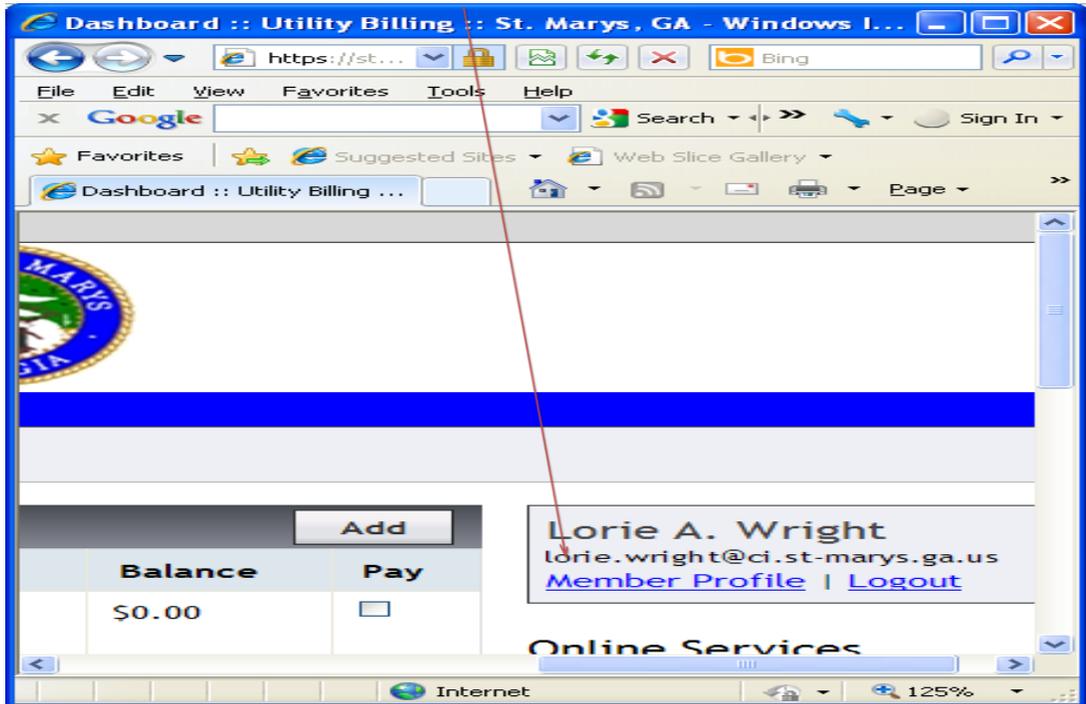
City of St. Marys
Utility Online Payment Password Reset Instructions

8. **Type in your email address** and **submit**. A temporary password will be sent to your email address.

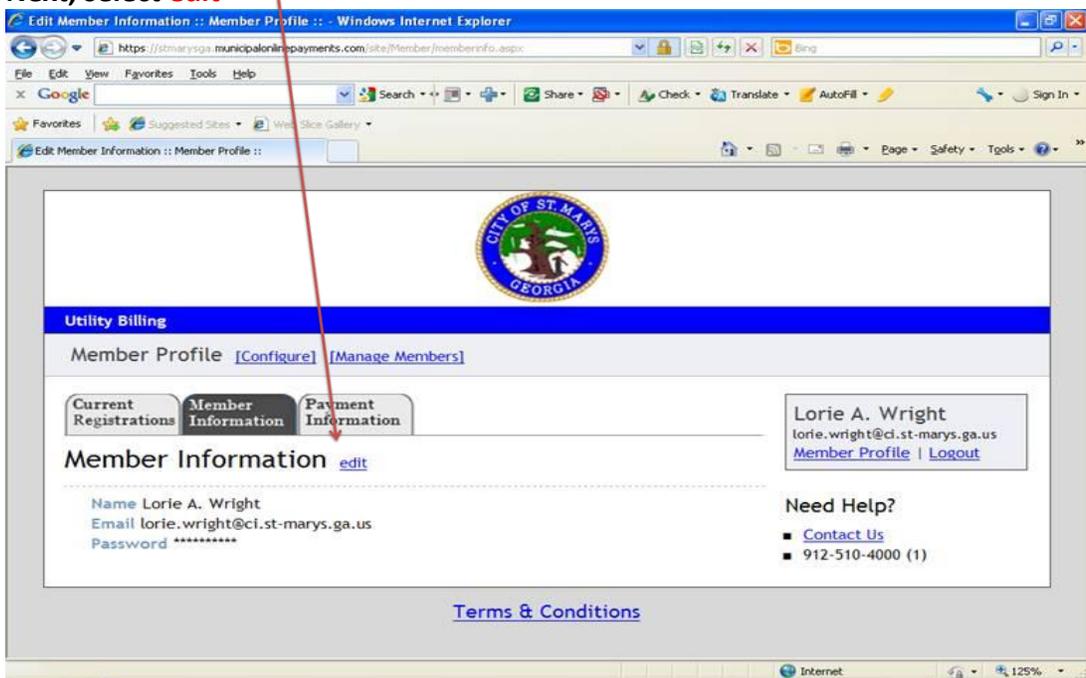


- 9.
10. Check your email account for the temporary password. Copy this temporary password and return to the www.ci.st-marys.ga.us online payments log in screen.
11. Type in your email address and paste your temporary password.
12. After you have logged into your account, you may select **Member Profile**; which will be located underneath your name & email address on the right side of the screen.

City of St. Marys Utility Online Payment Password Reset Instructions



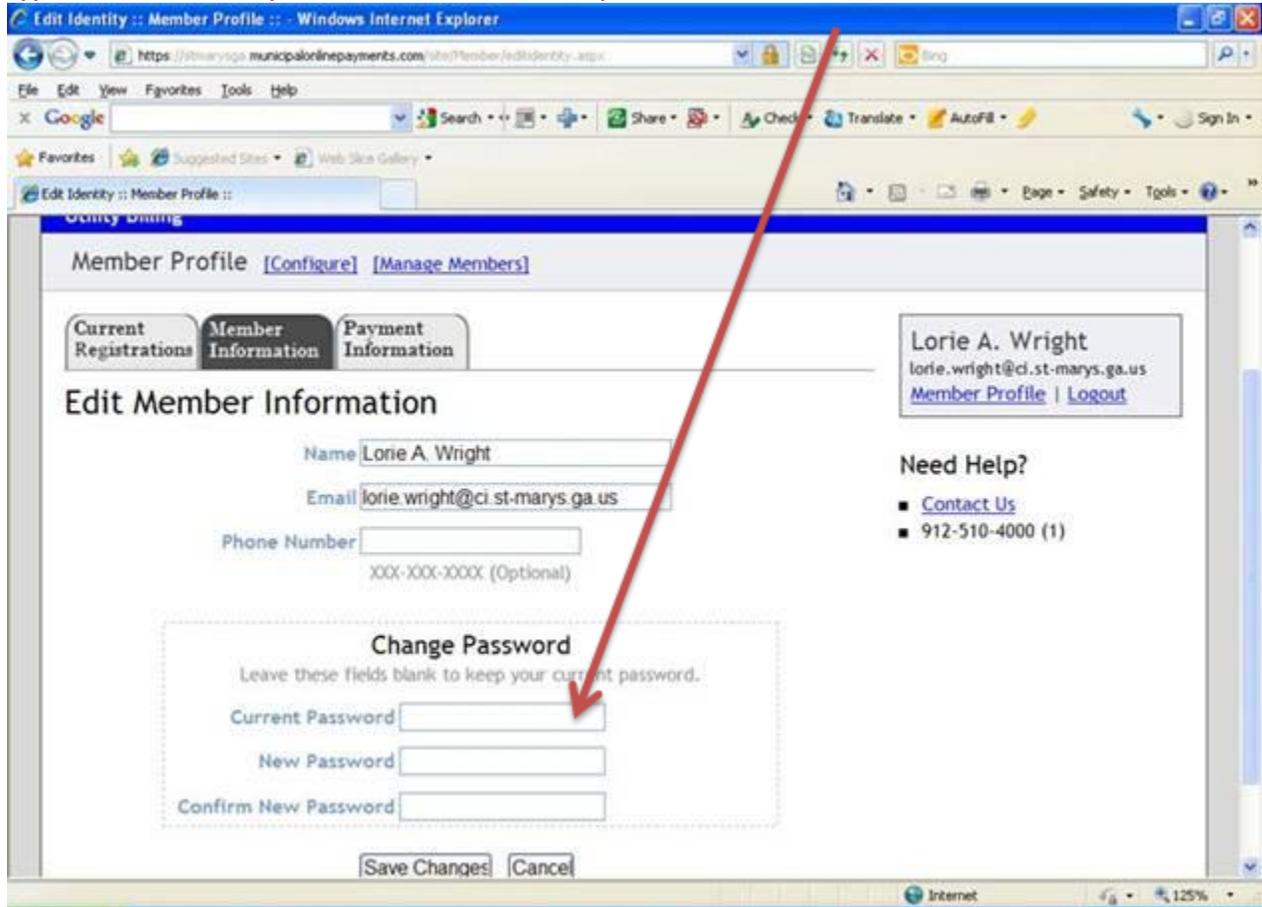
13.
14. Next, select **edit**



- 15.

City of St. Marys Utility Online Payment Password Reset Instructions

16. Paste your temporary password into the current password box. Choose a new password and type it into the new password & confirm new password boxes.



The screenshot shows a web browser window displaying the 'Edit Member Information' page for Lorie A. Wright. The page has three tabs: 'Current Registrations', 'Member Information' (selected), and 'Payment Information'. The 'Change Password' section is highlighted with a dashed border and contains the following fields:

- Current Password:
- New Password:
- Confirm New Password:

Below the fields are 'Save Changes' and 'Cancel' buttons. A red arrow points from the top of the page down to the 'Current Password' field.

17.
18. Save Changes