

Winchester Utilities Customer Portal

First time login:

Click the Green **Click Here** button from the 'Welcome' window



Enter your **6 digit account number** (last 6 digits of utility account#/cust id)

Ex: if your utility account# is 999999-123456 – your account# is 123456

Enter **First Name**

Enter **Last Name**

Click **Submit**

Enter the following into the Personal Data section of the 'Register' window

Email address *optional

Email is encouraged (this will allow you to reset your own password if needed)

Password (must be at least 6 characters)

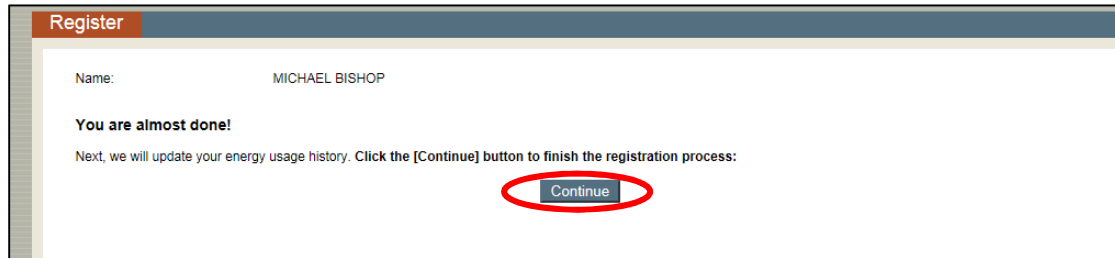
Confirm Password

You may also make changes on the My Subscriptions section.

When all entries are complete:

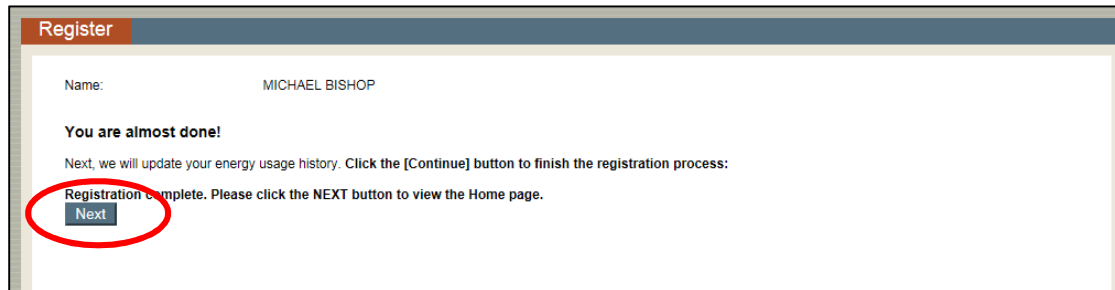
Click the **Save & Continue** button

Click **Continue**



The screenshot shows a web page titled "Register" with a blue header. Below the header, the name "MICHAEL BISHOP" is displayed. A message reads: "You are almost done! Next, we will update your energy usage history. Click the [Continue] button to finish the registration process:". A blue button labeled "Continue" is centered below the text and is circled in red.

Click **Next**



The screenshot shows the same "Register" page. The message now reads: "Registration complete. Please click the NEXT button to view the Home page.". A blue button labeled "Next" is centered below the text and is circled in red.

Your Home page will be displayed

There are several Pages you can view:

Home Page

You can pay bill, view billing history graph, etc

Energy Usage

Will show you energy usage by month for the current year, energy usage tips, etc

Services Cost

Service cost by month for current year, tips, etc

Energy University

Energy Saving tips

Energy Calculator

You can enter information about your appliances and it will calculate energy used

Energy Profile

Shows appliances saved

Message Center

Shows any messages being sent by the utility

Account Inquiry

You can view 12 months of billing history or 12 months of payment history

Account Settings

You can change password, change your subscriptions (notifications), etc

Log out by Clicking Log Out in upper right hand corner of any page