

## **Registering for online billing**

**Important:** **If you register for online billing, you will no longer receive a paper bill.** Each month, you will receive an e-mail notifying you that your bill is accessible in the link.edmundston.ca website.

Have your 8 digits client number and your 8 digits account number ready; you will find your number at the top of your bill and on the payment slip. Note that the first 8 digits represent customer number; the following 8 digits represent account number. ***Do not indicate the last digit, the check digit number (chk).***

**STEP 1:** Click on **Register**; and complete the following mandatory fields :

**User Name:** The name you will be using to access your account. It is important not to forget it. It must be at least 5 characters long.

**Password:** The password you will be using to access your account. It must be at least 7 characters long value.

**First name and last name:** The full name of the person registering.

**Client number:** Enter your 8 digits customer number.

**Account number:** Enter your 8 digits account number.

**E-mail address:** The address to which messages about your online bill will be sent.

To complete your registration, click on the **Register** link at the bottom of the page.

**STEP 2:** In a few minutes, you will receive an e-mail from [donotreply@edmundston.ca](mailto:donotreply@edmundston.ca)

**Click on the link provided in the e-mail to initiate your first session.**