**ON-LINE ACCOUNT**

**AUTO-PAY SET-UP**

To set up your online account, first go to our website: [www.ptwc.net](http://www.ptwc.net)

You will find some useful information here as well as the tab to set up your online portal account.

After arriving at our website, on the left hand side, there is a tab that says “UMS Customer Payment Portal.” Click on that tab. On the right side, in blue, click on “Registe Here.” Next, you will put in your account number. Click the bullet/circle next to “Phone Number.” (We do not put in Social Security or License Numbers. You will have to use your phone number on file with us.) Then click the blue search button. If your account is found, you will have the option to chose “Yes, this is my account.” If you do not get this option, best thought is that the phone number you are putting in does not agree with our records. You will need to call the office at 812-472-3432 to make sure the phone number you are using is on file with us.

After you chose that it is your account, you will have the opportunity to set up your user name and password. Your password will need at least one number in it. From here, you will actually put in your username and password to officially log in the first time. If you have more than one account, after setting up your user name and password, you can choose “Manage Accounts.” (It is in the dark blue bar to the right.) Here you can add additional accounts that you will manage.

After you officially log-in, on the right side, you can chose what you want to do, such as “Set up Auto-pay, view account history” and so on.

Please be advised that this form of auto-pay does charge a fee. It is the same as if you called into the office or stopped by to pay with a card.

I hope this is helpful for you to set-up your on-line portal. If you should have any questions or get confused, or just need help, please feel free to call for help. It is our desire that if you chose to use this vehicle for tracking your account that it is simple and easy.

Thanks!!

Jody (812)472-3432