Create Member Account
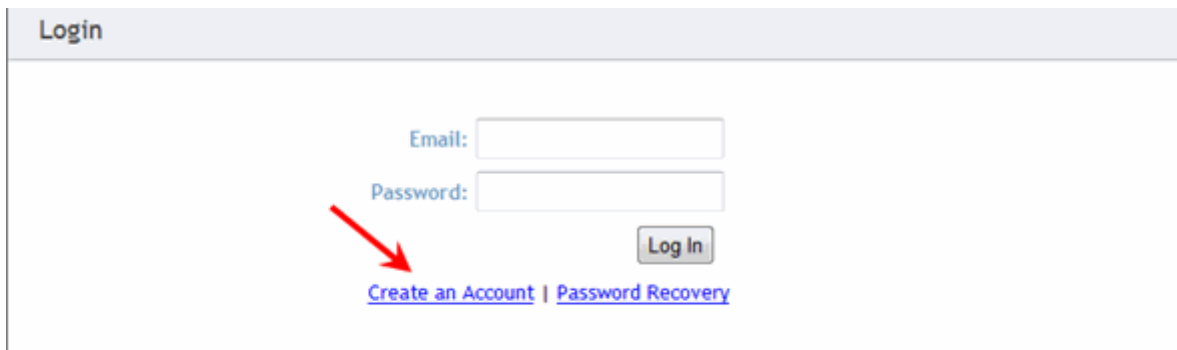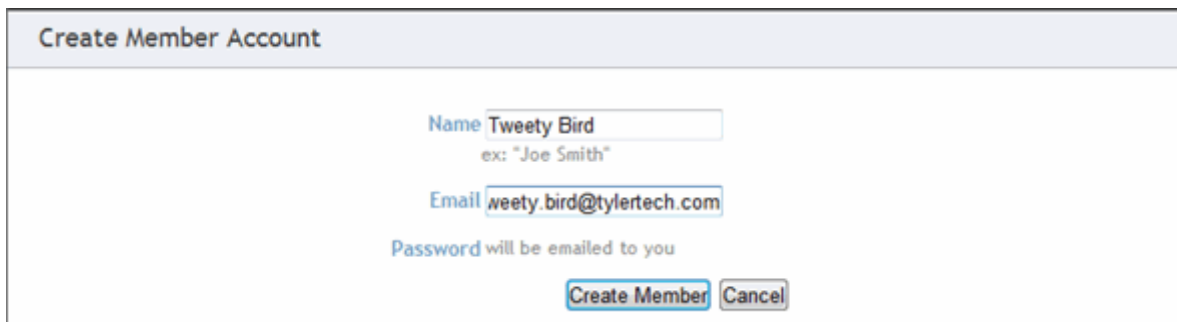
From the Login page, click the **Create an Account** link. The Create Member Account page loads.
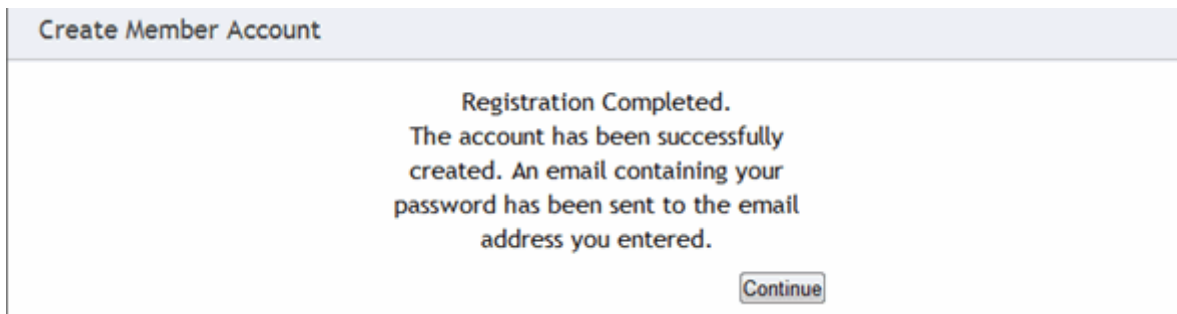

Type your information in the **Name** and **Email** fields. Your email address is your login ID and is used for password recovery or for confirmation of any activity on the site.

Click **Create Member**. The following message displays:

Click **Continue** to return to the homepage.

Check your email to find the confirmation message that contains your password.

Thank you for registering!

From: "InSite@tylertech.com" <InSite@tylertech.com>
To: tweety.bird@tylertech.com

You may access Municipal Online Payments using your email address and password provied below:

Email: tweety.bird@tylertech.com
Password: vp_pbZ66M

After logging in for the first time, it is recommended that you change your password to something that is easy for you to remember. Secure passwords are at least six characters long, include capital and lowercase letters, include at least one number, and include at least one special character (!.+@#,/ etc.).

Login

Enter your email address and password then click **Log In**. If this is your first time logging in, use the password from the confirmation email you received.

Login

Email: tweety.bird@tylertech.com
Password: ●●●●●●●●

Log In

Create an Account | Password Recovery

If you typed your login information correctly, you are directed to the application you selected. If you typed your email address or password incorrectly, the following message displays:

Login

Unable to login using the Email and Password you entered.

Email: tweety.bird@tylertech.com
Password:

Log In
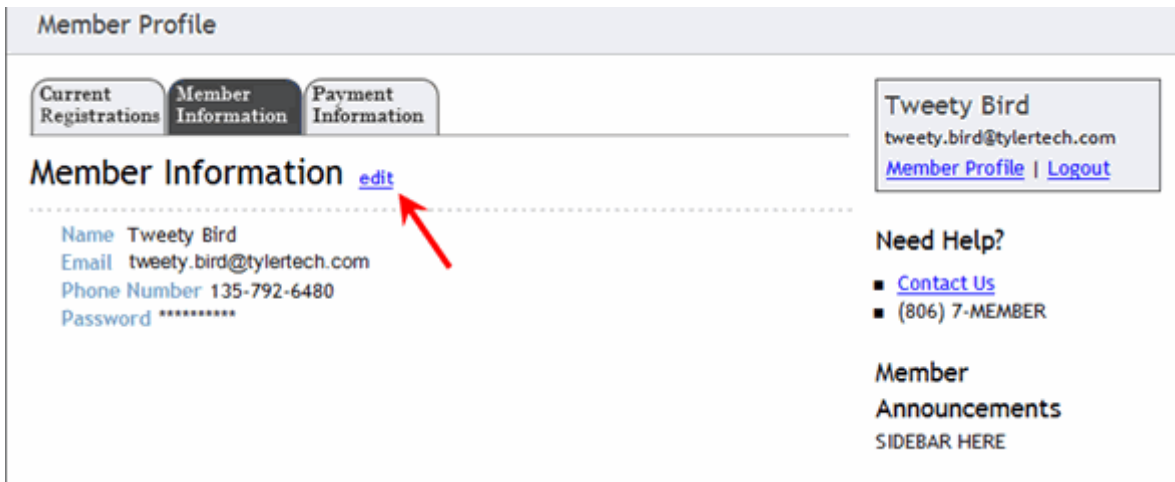
Create an Account | Password Recovery

If you mistyped your email address or password, try logging in again. If you forgot your password, use the **Password Recovery** link to have your password emailed to you.

After five consecutive failed attempts to log in, your member account is locked until an administrator unlocks the account. This feature is in place to protect your account from hacking attempts and potential identity theft. Call Utility Billing office to unlock your account.

Edit your member information: Name, Email, and Password

From any application page, click the **Member Profile** link. The Member Profile page loads with the **Member Information** tab selected. If you are not logged in, you are prompted to log in before you can continue.

On the **Member Information** tab, click the **edit** link. The Edit Member Information page loads.

To change your display name or email address, edit the text in the **Name** and **Email** fields. You must use a valid email address. You can enter your phone number to be saved in your profile as well.
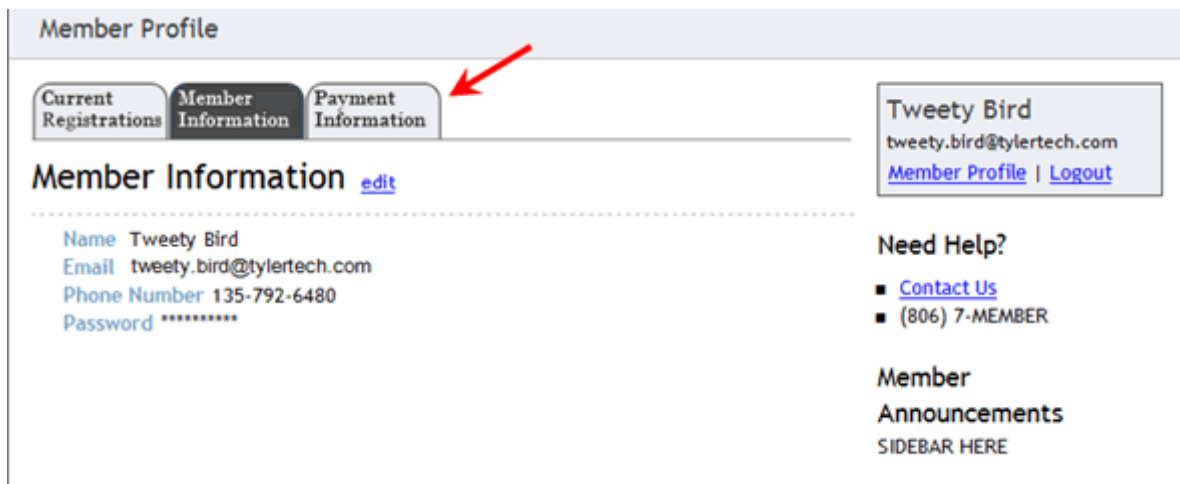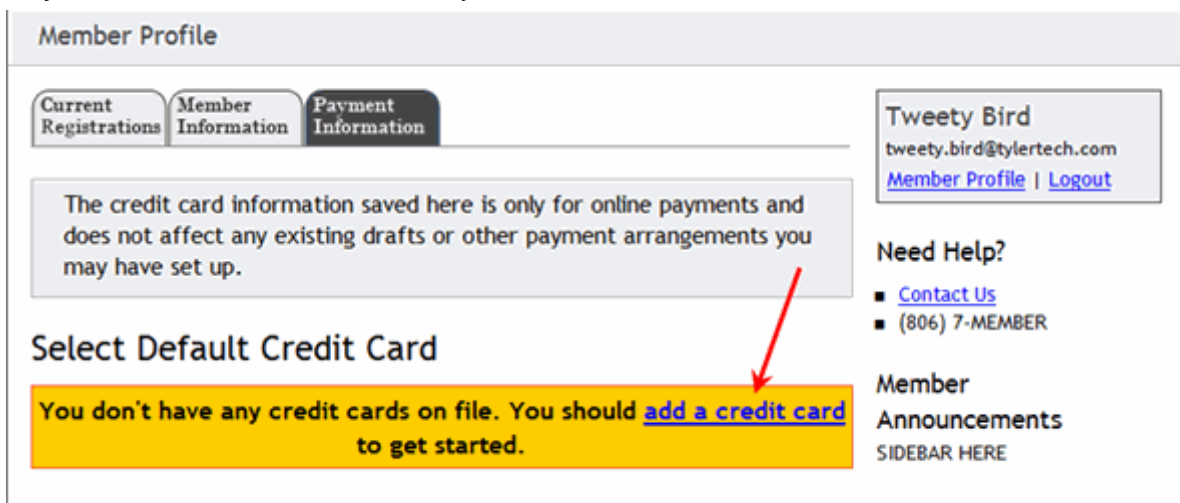
To change your password, type your current password in the **Current Password** field, and then type your new password in the **New Password** and **Confirm New Password** fields.

Member passwords can be changed at any time. The first time you log in, change your password to something that is easy to remember. Secure passwords are at least six characters long, include capital and lowercase letters, include at least one number, and include at least one special character (! . + @ # , / etc.).

If you are not changing your password, leave all three fields in the **Change Password** section empty. Click **Save Changes**.

Add Credit Card

From any application page, click the **Member Profile** link. The Member Profile page loads with the **Member Information** tab selected. If you are not logged in, you are prompted to log in before you can continue.

Select the **Payment Information** tab. The Payment Information tab loads.

Click the **add a credit card** link. The **Add New Credit Card** page loads.

Delete Credit Card

From any application page, click the **Member Profile** link. Select the **Payment Information** tab. The Payment Information tab loads and displays all of the credit cards saved to your account. Your default credit card is selected and highlighted in green.

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Click the **Delete** link next to the card you want to permanently remove from your profile. You are prompted to confirm that you want to delete the card.
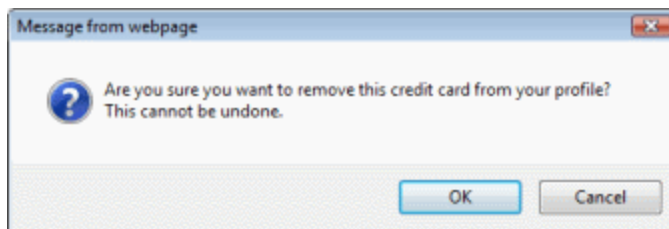
Click **OK**.

Note: You cannot delete the default card. You must first designate another card as the default card, then delete the desired card.