

Setting up My Account

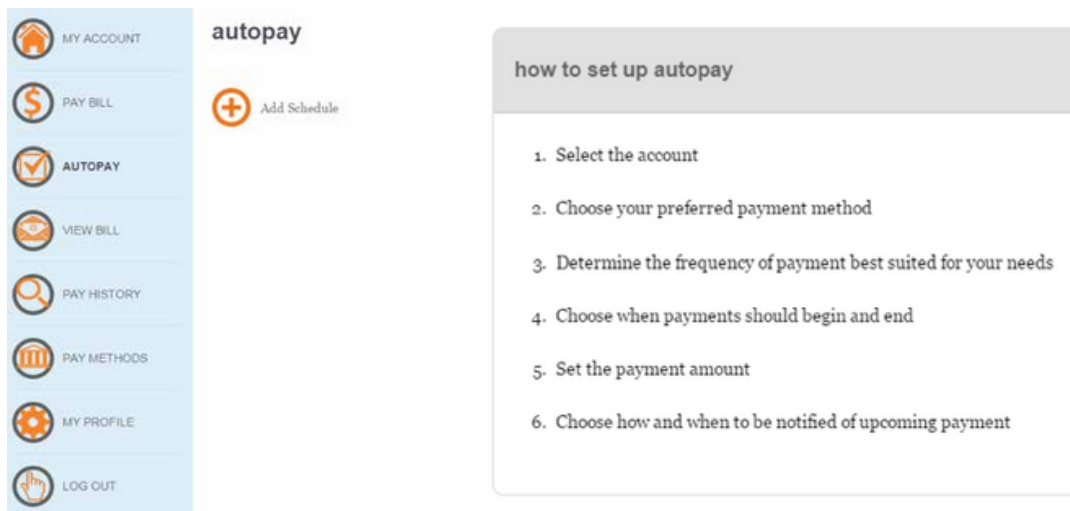
We are continually adding new features to our website in order to provide our residents with additional resources and information. Setting up an online account is easy and takes less than 3 minutes. Through your account, you can access your billing statements, make FREE online payments, schedule automatic payments and even set up alerts to notify you with important information. Sign up and get started today!

1. Go to our website www.nationwideenergypartners.com
 - a. Under **Residents**, select **My Account**
 - b. Under the login section, select **Click Here** to register now
2. Fill out the new account information and two security questions. Select **Enroll**.
3. A new account-created confirmation notification will appear. Select **Login to Resident Portal**.
4. Under **My Account** on the main page:
 - Select **Add Account**
 - Fill out the information requested:
 - Account number – the six digit account number on your NEP billing statement
 - Street number – ONLY the numerical portion of your street address
 - Slide the grey bar beneath the paperless option to turn it green – you will begin receiving an e-billing statement to your email address each month
5. Under **Terms and Conditions**, click on the blue **Read the Terms and Conditions**
 - After reviewing the terms and conditions, click in the blank box next to the **I agree to the Terms and Conditions**
 - Select **Add Account**
6. Clarifications regarding your account details will be displayed after the information has been entered and your account has been successfully created.



Setting up Autopay

1. Once you have created an account with NEP, log in
2. Select **Autopay** on the tabs located on the left side of the screen
3. Select the **Add Schedule** orange plus sign



4. Select the NEP Utility Account Number that matches your bill or add a new account
5. Add a new or choose a previously used method of payment
6. Choose the date when the payments should begin* and end (optional)
7. Choose how and when to be notified of upcoming payment

*Your Autopay start date must be at least 7 days before your due date to take effect