# e-billing INSTRUCTIONS

Before you begin, you will need to have the most recent utility bill for your account number and access code information.

** NOTE: e-Billing is not available for tenant accounts. **

<u>Step 1</u>: Open your browser and go to www.MyHanna.ca.  If you are a first time user select "Click Here To Register"
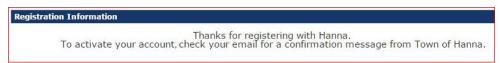
First Time User: CLICK HERE TO REGISTER

Already Registered: CLICK HERE TO LOGIN

<u>Step 2</u> You will be taken to a screen that looks like the following.

**Registration Information**

| | |
|---|---|
| Email Address: | (Email Address must be **ACTIVE**) |
| Password: | (Password must be **8-16 characters long**) |
| Reenter-Password: | |

Register

Input your email address and choose a password.  Your password must be between 8 and 16 characters long.  Click Register.

You will be taken to a confirmation page, asking you to check your email for a confirmation message.

**Registration Information**

Thanks for registering with Hanna.
To activate your account, check your email for a confirmation message from Town of Hanna.

<u>Step 3</u> Open your email program.  You will see a message from the Town of Hanna that looks similar to the following:        Click here to confirm your email

Click on the message in the email to activate your account.  This link will take you back to www.MyHanna.ca

**Step 4:**Now that your account is activated, you will be able to login and add your utility bill.



Input the email address and password you registered with in Step 2 and Login.

**Step 5:** The next step is to complete your personal profile.  Input your personal contact information and click Save Profile.



**Step 6** Select the button on the left side of the screen that says Add Accounts.  You will be taken to a screen that looks like the following:



Make sure that utility billing is in the drop down box beside Type of Account.  You will need to input your account number and Access code, exactly as they are on your utility bill.  Be sure to include any leading zeros.

**Step 7:**Once you've added the account, you can either add additional accounts or you can go back to the menu on the left and select to View Bills.

- You will receive an email notification when your bill is available