**New Software User Registration**

We are very excited to share our new payment processing portal with you. This is through a new system, so please bear with us as we get everything set up. However, once everything is set, accessing your account, making online payments, viewing invoices, and setting up Auto Pay, will be very easy.

- You'll receive an email asking you to verify and set up your account, this email will arrive from "Scenic City Recycling" ([noreply_sceniccityrecycling@dopsoftware.com](mailto:noreply_sceniccityrecycling@dopsoftware.com)) with a subject line of "Scenic City Recycling Online Account Access Information"



- 
- Your **account number** and **pin number** will be listed in your email along with the link to register for our online portal
- Click "View Bill/Pay Bill" in the email body, next to your account number - it looks like this: <u>View Bill/Pay Bill</u>
- You will register for a new account here



- Create a unique username and password of your choice and click "Register"

## Registration

**Username**

| Your username |

Your username is required.

**Email**

| Your email |

Your email is required.

**New password**

| •••••••• |

Password strength: ▬▬ ▬▬ ▬▬ ▬▬ ▬▬

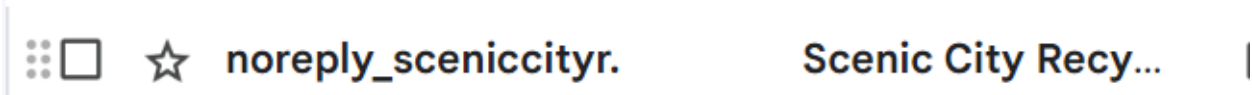**New password confirmation**

| •••••••• |

[ Register ]

- You'll see a success page with instructions to check your email

## Registration

Registration saved! Please check your email for confirmation.

- You'll see a new email from noreply_sceniccityrecycling@dopsoftware.com

⋮⋮□  ☆  **noreply_sceniccityr.**          **Scenic City Recy…**

- Click the link in the body of your email (link below is a screenshot, you will have a unique URL to connect to your account):

To activate your Scenic City Recycling Payment Portal, please click on the URL below:

https://sceniccityrecycling.dopsoftware.com/#/activate?key=72287681543017540897

Regards,
*Scenic City Recycling*

- Click "Sign in" from the page and use your username and password you set up in the prior steps, click the "Sign in" link in green (see below for reference)

## Activation

Your user account has been activated. Please **sign in**.

- After signing in you'll be asked to link your account, please use the account number from the **first email message** and your pin number (your phone number with area code with no dashes or spaces). Your pin number is listed in the first email message, if we do not have a phone number on file for you, this

## Link your Scenic City Recycling Account with the Payment Portal

Scenic City Recycling Account Number

Your account number

Pin Number or Phone Number used for Scenic City Recycling Account

Your phone number is the default pin associated with your account

Submit

- You will then be able to view your account balances, make payments or set up Auto Pay

**Invoice Details**

| Invoice | No Payment Due |
| --- | --- |
| Billing Period | N/A |
| Current Balance | $0.00 |
| Due Date | N/A |

**Pay**

Add Card   Add Bank   Delete

Note To update your card, please delete and then re-add it.

$ 0.00   Pay Now   AutoPay

**Billing Information**

You can get back to your account at any time directly from our web page and click "Pay Bill" at the top of the screen.

Should you have any questions, please feel free to reach out to us at info@sceniccityrecycling.com