In order to create your new online account, you need to follow the following steps:

- Log onto our website at: www.gardnerkansas.gov
- In the middle of the homepage (in red) you will need to go to **Online Payments**
- In the middle of this page go to the first option, the **Online Payment Registration** link
- In step 1, click on the word **PIN** highlighted in blue
- This will take you to the Welcome to SunGard City Click2Gov Utility Billing homepage
- In the top right hand corner of this page you will need to click on the option **Create New User**
- You will now be taken to the page to create your User and your Password.
- Once you have setup your Password, you will receive an e-mail. You will need to use the link you receive in the e-mail to access your online utility account the first time.
- Go to the upper right hand corner and click on the link **Login**
- Enter your User ID which is your email address and your Password and click **Logon** in the lower right hand corner
- You will now need to click on **Edit Master Account** in the blue field on the left hand side of the page
- Click on the link **Add Account** on this page
- You will use the information off your most recent utility bill (account ID, Bill Date and Cycle and Route Number) to add the utility account to your user
- Once you have successfully added the account, you should be able to view the account by clicking on **Select Account** again in the blue field on the left hand side of the page and then clicking on the link to the utility account under the Account Number field

I hope you find this information helpful. Please feel free to contact utilities@gardnerkansas.gov if you should have any further problems accessing your account online. Thank you.