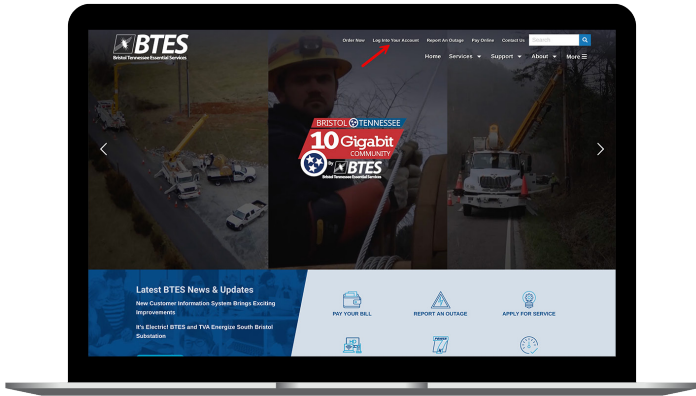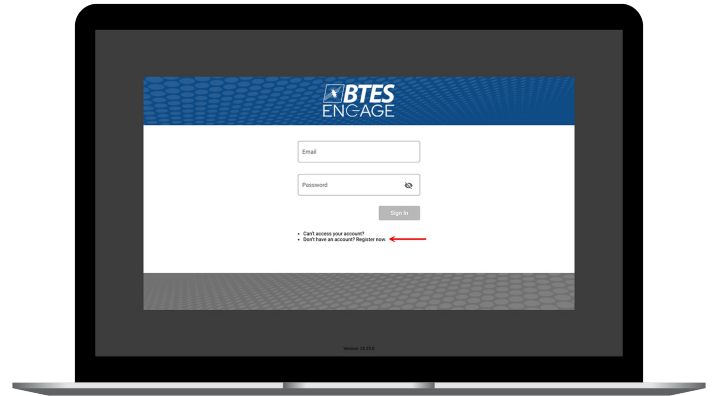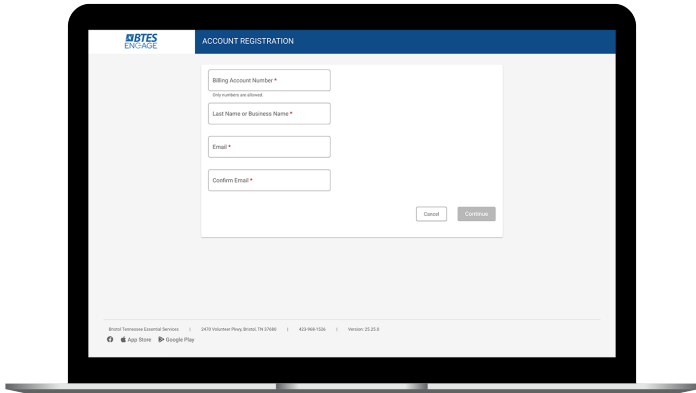## STEP 1

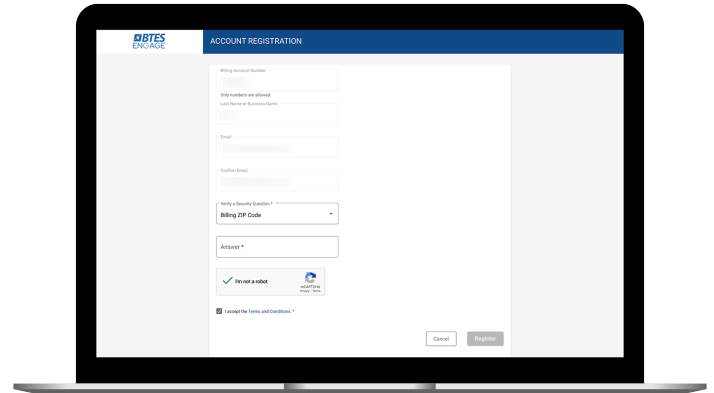Click **Log Into Your Account** on our website.

STEP 2

From the login screen, click on the **Don't have an account? Register Now** link.
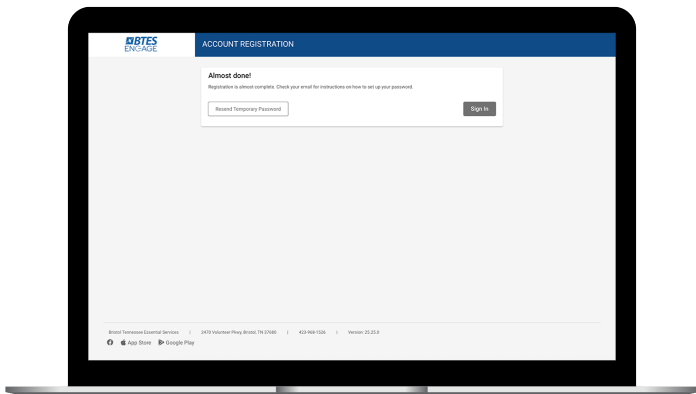
STEP 3

Fill out the registration form completely. Click the **Continue** button.
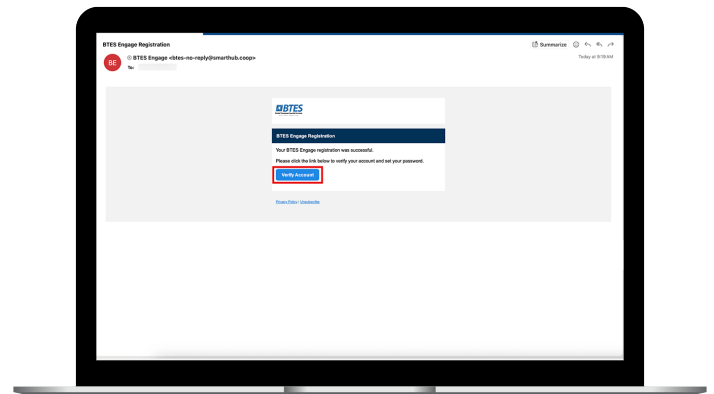
STEP 4

Enter the requested verification information and click the **Register** button. Answers must match account info exactly.
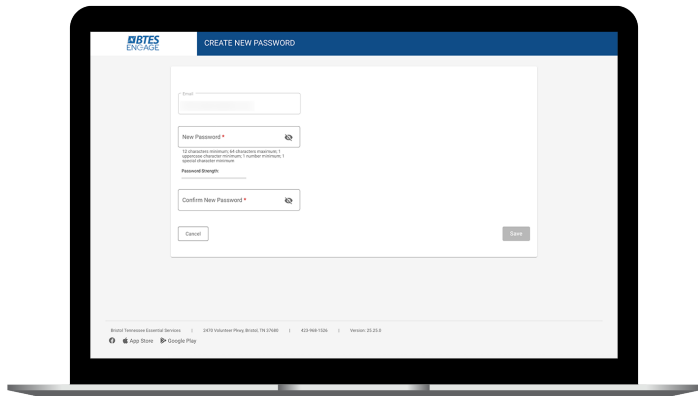
STEP 5

When successful, you'll get a congratulations notification. Check your email for instructions on how to continue.
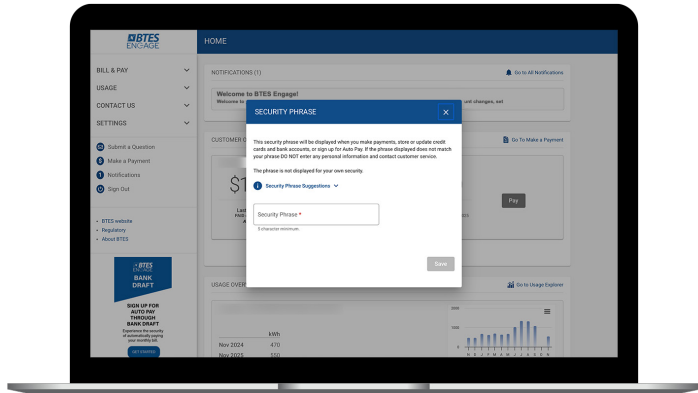
STEP 6

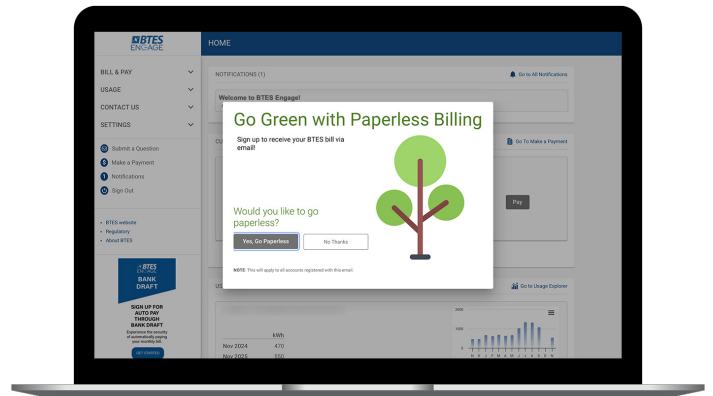Within the verification email, click the **Verify Accoun**t button to continue

Visit btes.net/engage for more information.

STEP 7

Set your new password. Enter it twice and click the **Save** button.

STEP 8

Next you'll be asked if you want to try Paperless Billing. To opt-in click on the **Yes**, **Go Paperless** button.

STEP 9

Finally, you'll be asked to set a security phrase.

STEP 10

Congratulations! You have successfully registered your **BTES Engage** account.