

Instructions to Sign up for Sensus Customer Portal:

Go to: <https://my-pysnu.sensus-analytics.com/>

Click [Need to set up an account?](#)

Read the Terms and Conditions and click

Type your email address in the box and click

You should see a message saying "Check your email."

Go to your email and open the email sent by [donotreply@sensus-analytics.com](mailto:donotreply@sensus-analytics.com)

Click the link shown in the body of the email

Fill out the page with your information and click

\*\*Here are some helpful tips when filling out your information:

1. Be sure to enter your account number without any of the periods, for example:
  - if your account number is 12.3670.0.1 enter 12367001
2. Your name must appear last name, first name exactly as your name appears on your bill, for example:
  - if your bill shows Jane Smith you must enter Smith, Jane
  - if your bill shows Smith, Jane & Joe you must enter Smith, Jane & Joe
3. Password Rules
  - The password must follow these rules:
    - Be at least 8 characters long
    - Use at least one lower-case character
    - Use at least one upper-case character
    - Use at least one number
    - Use at least one of the following special characters: - ! " \$ % & ' \* , . @
    - Must not contain regular words

The screenshot shows the 'Set up your account' page on the Payson Utah Customer Portal. The page includes the following fields and options:

- Set up your account**  
Need Help? Call us at 801-465-5200 or email us at [utilities@payson.org](mailto:utilities@payson.org)
- Email Address**: Input field
- Account Number**: Input field
- Name as it appears on bill**: Input field
- Cell Phone for Text Messages (optional)**: Input field
- Password**: Input field with a [Rules](#) link
- Confirm Password**: Input field
- Show passwords
- Language**: Dropdown menu set to English
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