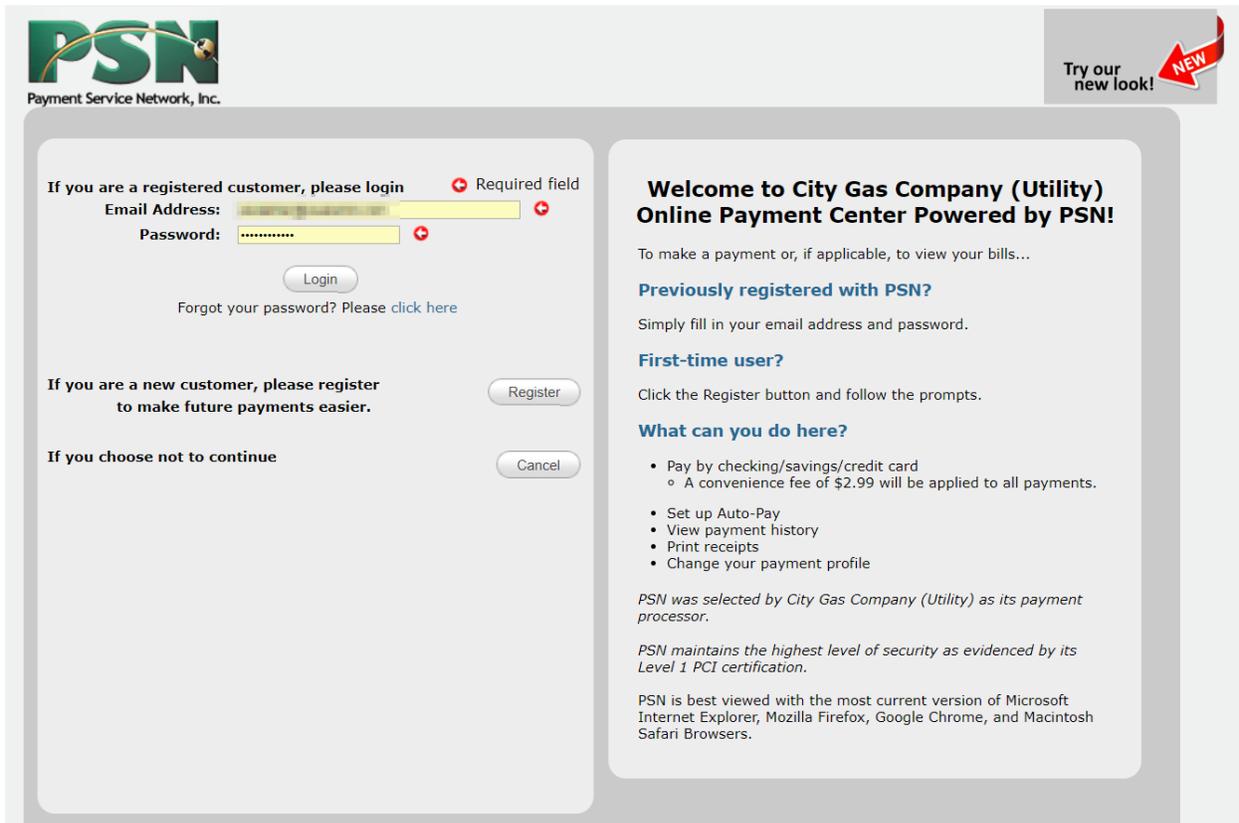


PSN ACCOUNT SETUP

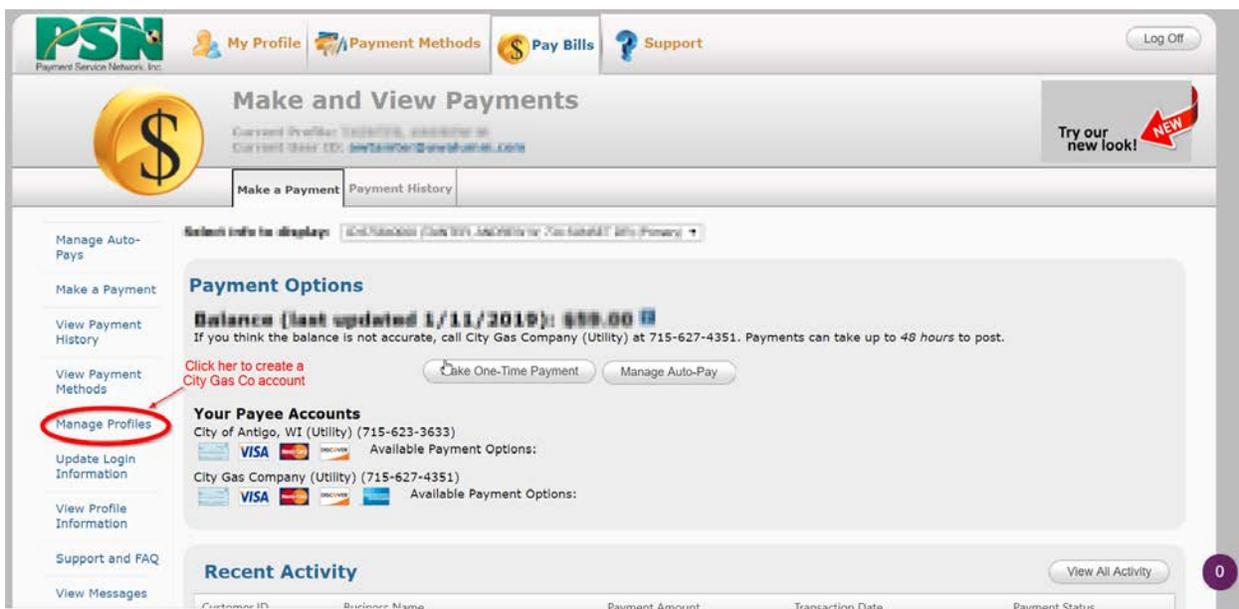
1) You can access the PSN login screen from our webpage or you can go to <https://www.paymentservicenetwork.com/Login.aspx?acc=RT24752>

2) Log in to your existing PSN account or register to set up a new PSN account



The image shows the PSN account setup page. On the left, there is a login section for registered customers with fields for Email Address and Password, a Login button, and a link for forgotten passwords. Below that is a registration section for new customers with a Register button. At the bottom left, there is a Cancel button. On the right, a welcome message for City Gas Company (Utility) Online Payment Center is displayed, including instructions for login, links for previously registered and first-time users, a list of actions users can perform (pay by checking/savings/credit card, set up Auto-Pay, view payment history, print receipts, change payment profile), and information about PSN's security and browser compatibility.

3) Select "Manage Profiles"



The image shows the PSN account dashboard. The top navigation bar includes links for My Profile, Payment Methods, Pay Bills, and Support, along with a Log Off button. The main header area features a large dollar sign icon and the text "Make and View Payments". Below this, there are tabs for "Make a Payment" and "Payment History". The left sidebar contains a list of navigation options, with "Manage Profiles" circled in red. The main content area displays "Payment Options" with a balance of \$00.00, a "Your Payee Accounts" section listing City of Antigo, WI and City Gas Company (Utility), and a "Recent Activity" section. A "NEW" badge is visible in the top right corner.

PSN ACCOUNT SETUP

4) Click "Add New Account"

The screenshot shows the PSN 'Manage Accounts' interface. At the top, there are navigation links for 'My Profile', 'Payment Methods', 'Pay Bills', and 'Support', along with a 'Log Off' button. The main heading is 'Manage Accounts'. Below this, there are tabs for 'Contact Information', 'Login Information', and 'Manage Additional Profiles'. A sidebar on the left contains various account management options. The main content area is titled 'Available Accounts' and displays a table with columns for Account Name, Account Address, Customer ID, Date Added, Profile Type, and Account Status. Two accounts are listed: 'Main Account: City Gas Company (Utility)' and 'Secondary Account: City of Antigo, WI (Utility)'. A red circle highlights the 'Add New Account' button in the top right corner of the 'Available Accounts' section, with a red arrow pointing to it.

5) Select "Add new Company" then click "Next"

The screenshot shows a dialog box titled 'Select an Option' overlaid on the PSN interface. The dialog box has a 'Cancel' button on the left and a 'Next' button on the right. Under the heading 'Select an option', there are three radio button options: 'Add account from City Gas Company (Utility)', 'Add account from City of Antigo, WI (Utility)', and 'Add new Company'. The 'Add new Company' option is selected and circled in red. The 'Next' button is also circled in red.

PSN ACCOUNT SETUP

1. Choose Company Name from drop down
2. Type City Gas Company
3. Click "List"
4. Check the box next to "City Gas Company (Utility)"
5. Click "Next"

PSN Payment Service Network, Inc.

My Profile Payment Methods Pay Bills Support Log Off

Select an Option Locate New Company

Cancel Previous Next

Locate New Company

Company Name like City Gas Company is like List Reset

	Business Name	Business Address	Business City	Business State
<input type="checkbox"/>	City Gas Company (Misc.)	809 5th Ave	Antigo	WI
<input checked="" type="checkbox"/>	City Gas Company (Utility)	809 5th Ave	Antigo	WI

- 7) Enter your account information to locate your account, then click "Search"

PSN Payment Service Network, Inc.

My Profile Payment Methods Pay Bills Support Log Off

Select an Option Locate New Company Locate Customer Account

Cancel Previous Next

Please locate your account to register

Customer Account Number: []

First Name: []

Last Name: []

--- OR ---

Customer Account Number: []

Business Name: []

PSN ACCOUNT SETUP

8) After clicking “Search”, you’ll need to scroll down to view your account. Select the checkbox next to your account and click “Next”

Select an Option Locate New Company **Locate Customer Account**

Cancel Previous **Next**

Last Name: +
--- OR ---
Customer Account Number: +
Business Name: +
Search

	Customer ID	Customer Name	Address	City	State	Zip
<input checked="" type="checkbox"/>	67048000	ANCHER BY MAYER	734 SILVER DR.	ANTIGO	WI	54409

9) Click “Confirm” if your customer data looks correct on this screen

Cancel Previous **Confirm**

Please confirm details below and add this customer to your account

Name: +
Customer ID: 67048000
Address: 734 SILVER DR.
ANTIGO WI 54409

Email Address: +
Confirm Email Address: +
Password: +

This account is part of an existing group account. This will add all the accounts listed below:

Account Name	Account Address	Customer ID	Date Added	Profile Type	Account Status
Main Account; City Gas Company (Utility)					
ANCHER BY MAYER	734 SILVER DR. ANTIGO WI	67048000	11/02/2017	Primary	Active
Secondary Account; City of Antigo, WI (Utility)					
ANCHER BY MAYER	734 SILVER DR. ANTIGO WI	68036000	11/02/2017	Sub	Active