

On-line Bill Pay Register/Link Account Quick Guide

1. Go to logicsolbp.com/townofhertford/
2. Click on “Register Here” to begin creating profile.
3. Once on the next screen, fill in your First and Last Name, as well as your email address. Your email will be used to create your profile, and all password and receipt information will be sent to the same email.
4. Click “Submit” to have profile created.
5. An email from donotreply@logicssolutions.com will be sent to the email you provided with your temporary password. If you do not receive an email within 10 minutes, please check your spam/junk folder.
6. Take temporary password provided and click the **blue** link in email in order to use it to log in along with your email at the OLBP screen. Place your email address in the “Username” box and your temporary password in the “Password” box. Click “Login”.
7. Next, you will create a new permanent password. Please pay attention to the required password criteria.
8. On the next screen you will link your utility account. To do this, put the Account Number which will be all digits up until the period. Then put your Tenant Number, which will be the very last 2 numbers. Your Account Number can be found on your bill.
For Example: Account Number on your bill reads 123456789.00 98
Your Account Number is 123456789
Your Tenant Number is 98
Lastly, add the Alias in the bottom box which is any name that will help you identify the account. Your Service Address is best if you are not sure what to use.

9. Once finished, click "Submit". If you have more than one service address you would like to link, add that account information. If not, and you are finished, click "Cancel".

10. You have successfully linked your account to your new profile and are ready to browse through your account information or pay your bill.