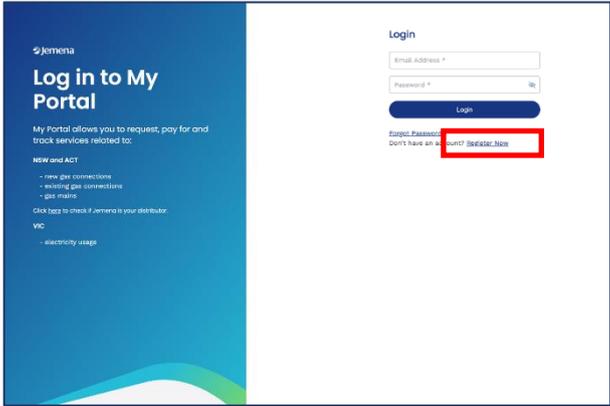
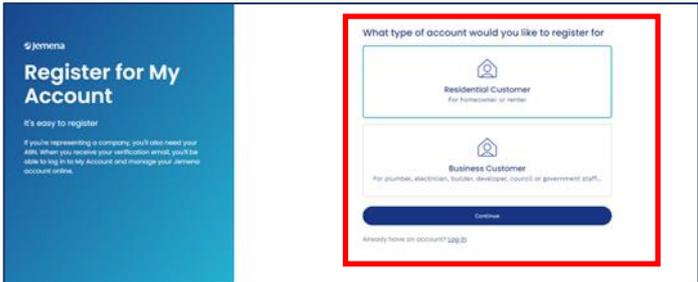
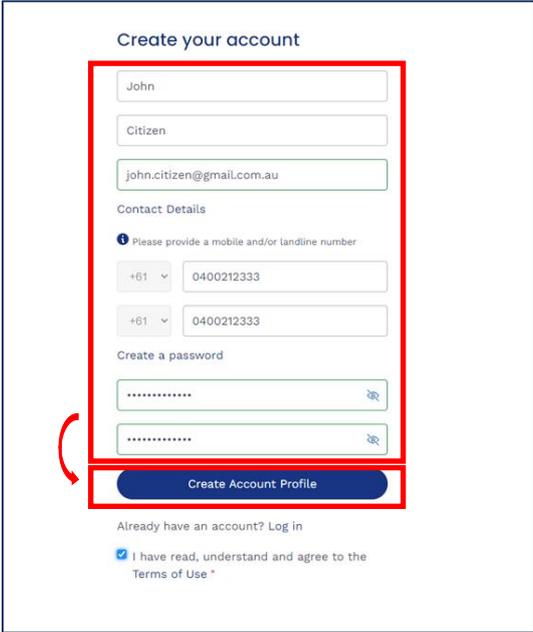
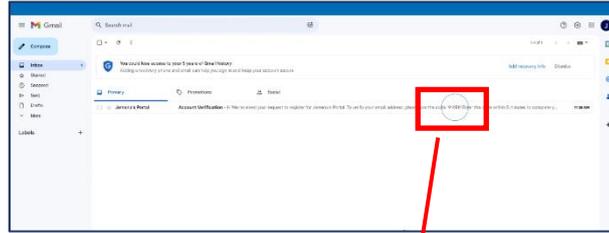


# My Portal Cheat Sheet

## How to Set Up a My Portal Account

Step	Screenshot
<p>1. Before you can use My Portal, you will need to set up an account.</p> <p>First, click on the <b>Register Now</b> link on the login page.</p>	 <p>The screenshot shows the Jemena login page. On the left, there is a blue sidebar with the text 'Log in to My Portal' and 'My Portal allows you to request, pay for and track services related to:'. Below this, it lists 'NOW and ACT' with sub-points: 'new gas connections', 'existing gas connections', and 'gas mains'. It also says 'Click here to check if Jemena is your distributor' and 'VIC' with a sub-point 'electricity usage'. On the right, there is a 'Login' form with fields for 'Email Address *' and 'Password *', a 'Login' button, and a link for 'Forgot Password? Don't have an account? Register Now'. The 'Register Now' link is highlighted with a red box.</p>
<p>2. Next, select the <b>type of account</b> you want to set up, then click <b>continue</b>.</p>	 <p>The screenshot shows the 'Register for My Account' page. On the left, it says 'It's easy to register' and 'If you're representing a company, you'll also need your ABN. When you receive your verification email, you'll be able to log in to My Account and manage your Jemena account online.' On the right, there is a form titled 'What type of account would you like to register for?' with two options: 'Residential Customer For homeowner or tenant' and 'Business Customer For plumber, electrician, builder, developer, council or government staff...'. A 'Continue' button is at the bottom. The entire registration area is highlighted with a red box.</p>
<p>3. Add your name, email address and contact details, and then create a password.</p> <p>Finally, read and acknowledge the Terms of Use and click the <b>Create Account Profile</b> button.</p>	 <p>The screenshot shows the 'Create your account' form. It has fields for 'Name' (filled with 'John'), 'Citizen', and 'Email' (filled with 'john.citizen@gmail.com.au'). Under 'Contact Details', it asks for a mobile and/or landline number, with two fields each containing '+61' and '0400212333'. There are two password fields, both filled with '*****'. A 'Create Account Profile' button is at the bottom. The entire form area is highlighted with a red box. Below the button, it says 'Already have an account? Log in' and a checked checkbox 'I have read, understand and agree to the Terms of Use *'.</p>

4. For security reasons, you will be sent a verification code to your email.



**Please verify your email**

You're almost there! We sent an email to john.citizen@gmail.com.au with a verification code.

Please enter the verification code and click confirm:

Code \*

Confirm

Still can't find your email?

If you don't see it, you may need to check your spam folder.

Resend email

Need Help? Contact Us

5. Congratulations! You've successfully created an account and logged into the portal.

We will confirm your registration via email.

