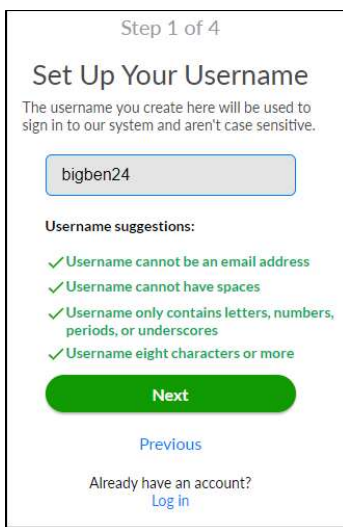


Set Up Your New Account

Your service provider will send you an email with a link to the registration page. After you receive it, follow these steps to set up your new Client Portal account.

1. Open the email containing the signup link.
2. Click the link [Click here to register](#). This will open a setup wizard in your browser.
3. In step 1 of the wizard, enter a username for yourself. It must have eight characters or more and be composed of letters, numbers, periods, or underscores.

Note: Your username must be unique among all users of this program, so you might have to try a few options till you find one that is accepted. A common method is to append numbers after your name.



The screenshot shows a registration form titled "Step 1 of 4" and "Set Up Your Username". Below the title, it states: "The username you create here will be used to sign in to our system and aren't case sensitive." A text input field contains the username "bigben24". Below the input field, there are four green checkmarks indicating validation rules: "Username cannot be an email address", "Username cannot have spaces", "Username only contains letters, numbers, periods, or underscores", and "Username eight characters or more". At the bottom of the form, there is a green "Next" button, a blue "Previous" link, and a "Log in" link for users who already have an account.

4. Click **Next**.

5. Enter your password. It must have eight or more characters, upper- and lowercase letters, at least one number, and at least one special character.
6. Click **Next**.
7. Answer three security questions.

Step 3 of 4

Choose your security questions

These questions will be used to help verify your account.

QUESTION 1
What city were you born in?

ANSWER

QUESTION 2
What was the model of your first car?

ANSWER

QUESTION 3
What is your favorite dessert?

ANSWER

Next

[Previous](#)

Already have an account?
[Log In](#)

Step 2 of 4

Set Up Your Password

The password you create here will be used to sign in to our system.

.....

Password rules:

- ✓ Password is eight or more characters
- ✓ Password cannot have spaces
- ✓ Password has upper and lowercase letters
- ✓ Password has at least one number
- ✓ Password has at least one special character (excluding: + @ & ' () < > # \ ")

Next

[Previous](#)

Already have an account?
[Log In](#)

8. Click **Next**.
9. Review and accept the terms of use. You can also opt in to text message and email notifications.
10. Click **Next**. The page will reload and take you to a login screen.
11. Enter your new username and password to log in.

Step 4 of 4

Review Our Terms of Use

Make sure you review and accept our Terms of Use in order to create your account.

Last Modified: November 23, 2020

Acceptance of the Terms of Use

These terms of use are entered into by and between You and Bactell LLC dba Service Autopilot ("Company," "we," or "us"). The following terms and conditions, together with any documents they expressly incorporate by reference (collectively, "Terms of Use", govern your access to and use of ManageService.com or ManageAndPayMyAccount.com, including any content, functionality, and services offered on or through ManageService.com or ManageAndPayMyAccount.com (the "Website").

I Accept

I would like to receive email and text notifications

Next

[Previous](#)

Already have an account?
[Log In](#)

Welcome Back

Sign in to get started

bigben24

.....

LOG IN

[Forgot Password?](#)
[Terms/Conditions](#)