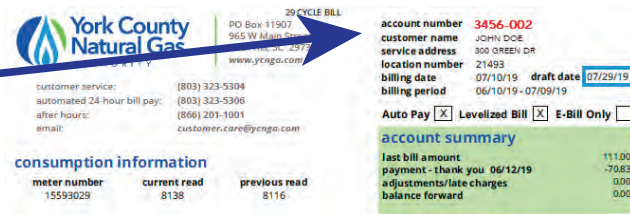


# How to create an online account

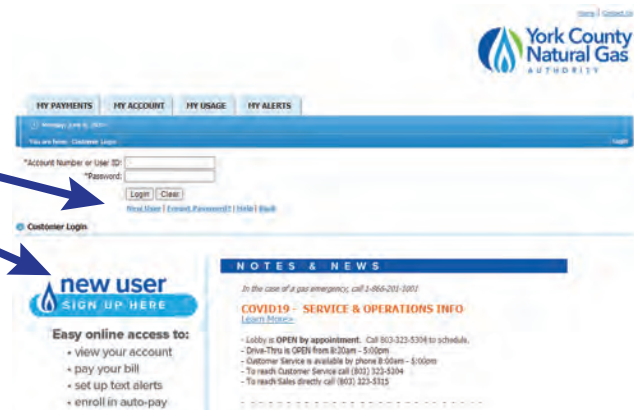
- Find your account number on your most recent bill.  
When entering your account # into the ycnga online portal, remove the dash.  
EX: 3456-002 would be entered as 3456002



- Go to [WWW.YCNGA.COM](http://WWW.YCNGA.COM)  
Select **LOGIN** button in the **Manage My Account** box found in the top sliding image, or click on the **Bill Pay** link



- Select one of the **NEW USER** links



Continue to the Create New User screen

- Scroll down to the **Required Fields** section and enter your account number (remove dash) and other required information.
- Create a password between 1 and 10 characters long.
- Click on **Submit** to obtain your new User ID

**\*Required Fields.**

EXAMPLE ONLY	
*Account Number:	9999001 (digits only)
*Telephone Number:	1234 (last 4 digits only)
*User ID:	you choose
*E-Mail 1:	your email address
*Confirm E-Mail 1:	
E-Mail 2:	alternate email address
Confirm E-Mail 2:	
*Social Security Number:	1234 (last 4 digits only)
*First Name:	Name
Middle Name:	
*Last Name:	Name
*Password:	you choose
*Confirm Password:	
Password Hint:	Add a hint!

## CONTACT US - If you have questions or need additional assistance

Customer Service (803)323-5304 Option 1 customer.care@ycnga.com toll free: 1-866-578-4427 Option 1	965 West Main Street Rock Hill, SC 29730 M-F, 8:30am-5:00pm www.ycnga.com
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## REMINDER

Be sure to keep your online account up to date with current mailing address, email address, phone numbers, bank account information, credit card changes, expiration dates, etc.