

City of Sand Springs Click2Gov On-Line Utility System

1. In Internet Explorer, go to <https://egovcent.aspgov.com/sdspc2gcx/Index.jsp>.

City of Sand Springs Utilities - Windows Internet Explorer

https://egovcent.aspgov.com/sdspc2gcx/Index.jsp

File Edit View Favorites Tools Help

City of Sand Springs Utilities

Utilities
City Of Sand Springs

Welcome to the City of Sand Springs Utilities

Account ID:

PIN:

*Account ID must be entered exactly as it appears on your monthly statement.

Sign-On Clear

2. In the left column, click on “Create Password”.

From your most recent water bill, type in your full account number (including the hyphen) and the due date for that bill. (see example below)

City of Sand Springs Utilities - Windows Internet Explorer

https://egovcent.aspgov.com/sdspc2gcx/GetPinInput.jsp

File Edit View Favorites Tools Help

City of Sand Springs Utilities

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Fill in the fields directly from your Utility bill.

Account ID: *

Due Date: eg. MMDDYY

* Account ID must be entered exactly as it appears on your billing statement.

Submit Clear

Click the 'submit' button.

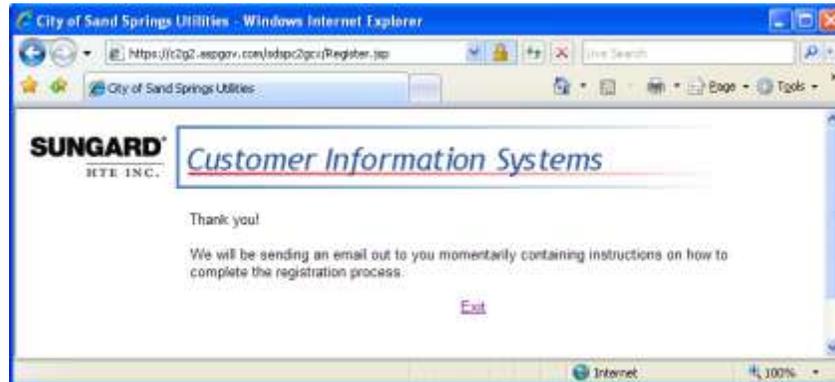
Click on “Submit”.

3. On the next screen:
 - Type in a Password/PIN number. We recommend a combination of letters, numbers, and symbols. Please note, Passwords are case-sensitive.
 - Re-type your Password for verification.

- Type in a hint that will help you to remember your Password in the future.
- Type in your e-mail address. Note: this is a required field. Your e-mail address will be used to activate your account.
- Re-type your e-mail address for verification.

Click on “Submit”.

The following window will appear. Note: Your account is NOT active, yet.



4. Open your e-mail program and check for an e-mail from utilities@sandspringsok.org.

Click on the link provided in the e-mail to complete the activation process. Please keep this e-mail in your records for future reference.

5. You must type in your account number and click “Sign-On” to enable your account.