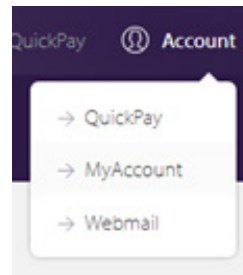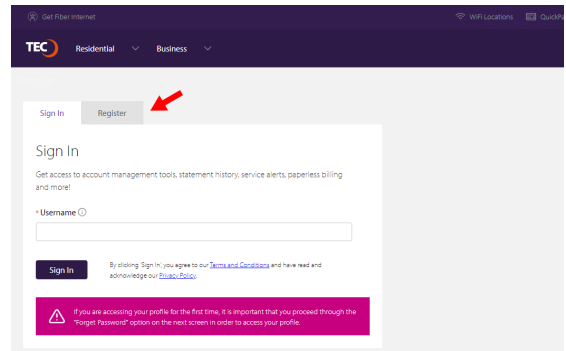Advanced Customer Portal How To:

# How To Register

**1.** Visit www.tec.com/login or click Account > My Account from the top site navigation on www.tec.com
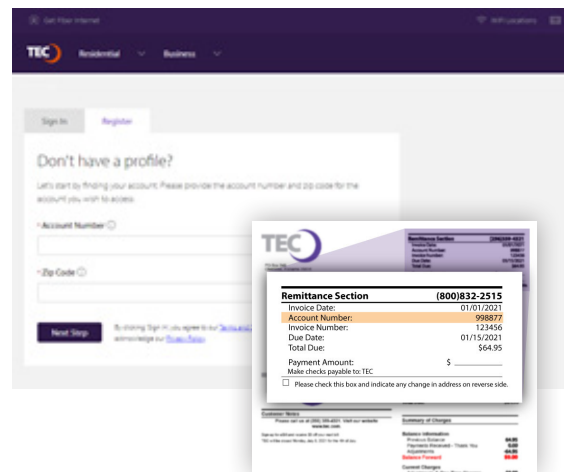
**2.** Click the "Register" tab

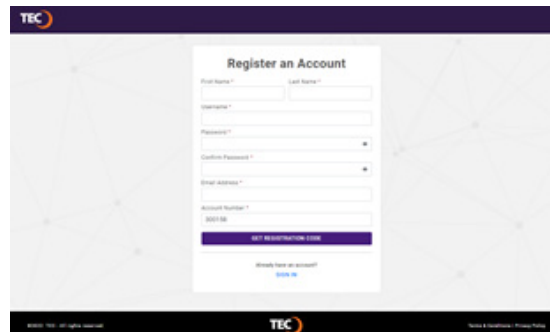**3.** Enter your TEC account number and your service location zip code.

*Note: Your account number can be found in the upper right corner of your monthly statement. See example to the right.*

Once you provide the required information, click the "Next Step" button.

**4.** You will be redirected to the Register an Account page where you will provide the necessary account information.
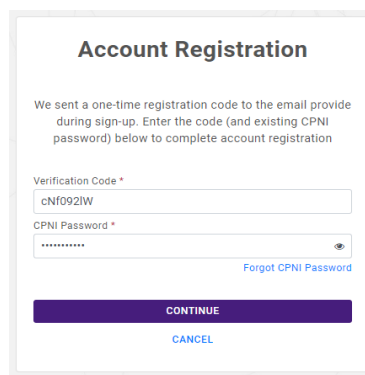
Once you have filled out the form, click the "Get Registration Code" button.



**5.** An email will be sent to your contact email address containing a registration code.

**6.** After supplying the registration code, you will be asked to enter the registration code (from email), as well as your CPNI password.

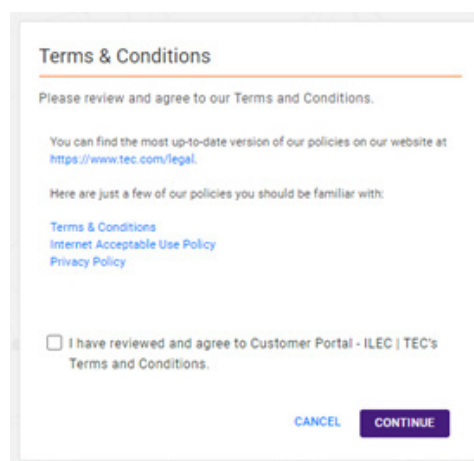Once you have supplied the necessary information, click the "Continue" button.

*Note: If you do not know your CPNI password, click the "Forgot CPNI Password" link to begin the retrieval process.*



**7.** Next, you will be asked to read and agree to TEC's Terms and Conditions.

If you have read and agree to our terms and conditions, click the checkbox to acknowledge agreement, then click the "Continue" button.

**8.** You will then be automatically logged into the customer portal.