COAHOMA ELECTRIC POWER ASSOCIATION 340 Hopson St. Lyon, MS 38645 Voice 662-624-8321 <u>mbrserv@coahomaepa.com</u>

To create your online profile:

A phone number and an email account for your account(s) must be on record before you can create an online profile.

To verify that a phone number and email account is on record for your account(s) you can either

- (1) Call 662-624-8321 and ask for the Records Department and give a phone number and email address or
- (2) Use the 'Contact Us' button on the home page of <u>www.coahomaepa.com</u> and send us a message with the phone number. Include the account number in the 'Comment' section.

Steps to Create an online profile:

Our website – <u>www.coahomaepa.com</u>



- Select ' manage your accounts. ' then the 'New User' tab near the top. (You will need to disable the pop-up blocker in your browser to reach our customer portal website.)
- Select 'Continue'
- Enter the account number <u>without</u> the dash (Example: If your account number is 100123-001 enter 100123)
- > Enter the **last 4** digits of your phone number
- > Enter the User ID you want to create there are no character requirements.
- > Enter the Password you want to create there are no character requirements.
- Click the 'Submit' button.

Upon completion of creating an online profile, you will receive an email stating your online profile is activated. If you do not receive the activation email, contact us as shown below.

Please call 662-624-8321 between 7:30 am to 4:30 pm Central Time for assistance.