



ONLINE ACCOUNT MANAGEMENT

What you'll need

- 1 Find your four digit **account number** in the top right hand corner of your invoice



- 2 Find your six digit **invoice number** in the top right hand corner of your invoice



Sign up for Access

- 3 Go to <https://memphisrecyclingservices.com/> and click on the **Pay Now** button on the top right of the web page.

At the Customer Portal, click: **▼ I'm new. I need to Create an Account**

Enter the following information:

- Email Address
- Password
- Reminder Question/Answer
- Customer Account Number
If you have multiple locations, simply enter the 4 digit Account Number with a period and the site number (ex.: 1234.3)
- Include the company code of ME immediately followed by the last four digits your Invoice number

Invoice No.:

Invoice amount (**NOT** the amount due)

Clicking the Register button will register the account and generate a confirmation email

What you can do

- ▶ View or print invoices
- ▶ Pay your account balance
- ▶ Schedule payments
- ▶ Add multiple accounts
- ▶ Update or change your billing information

EASY TO USE

24/7 ACCESS

SECURE PAYMENTS

QUESTIONS?

If you have any questions about our Customer Portal or need assistance in registering, feel free to give us a call. We have a dedicated phone number **662-996-3521** available Monday-Friday 7:00 – 5:00pm. Or send us an email at MRSDISPATCH@recyclingit.com