Town of Ocean City Utility Billing
Account Creation

To create an account:

1. Go to
    https://ocgovportal.com/Click2GovCX/index.html or
    access through City website:
    http://oceancitymd.gov/oc/ – I want to – Pay a Bill
    http://oceancitymd.gov/oc/departments/finance/bill-payments/
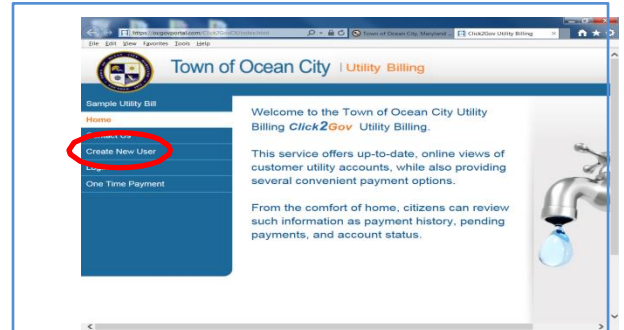
2. Click on 'Create New User' on the left side menu.

3. Enter requested information, then click on 'Create
    New User'.

    Please note, the password field must contain a
    number, an uppercase letter and at least 6
    characters.
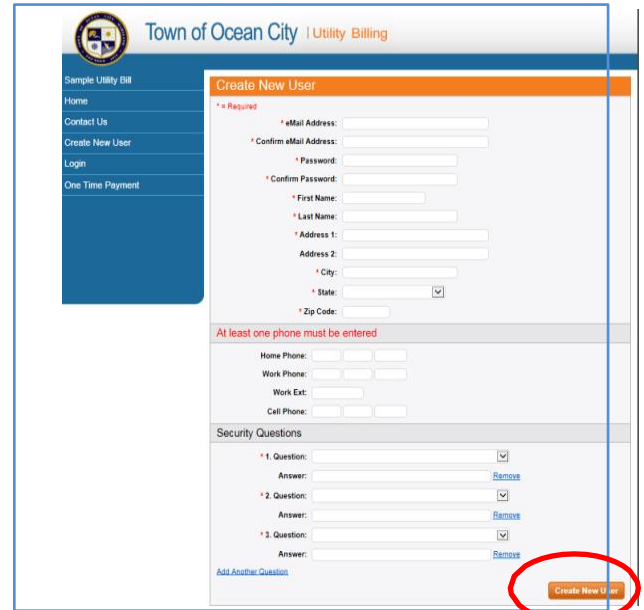
4. A confirmation message shows that an email has been sent.

5. You will have received the following email from Support @oceancitymd.gov:
    **** Please save this email for future reference ****

    **** This eMail address was registered at Click2Gov3. To enable your eMail click on the link below.

    Attention AOL Customers - you must copy and paste the URL into the Address Box.

    If you have any questions, please call [410-289-8833].
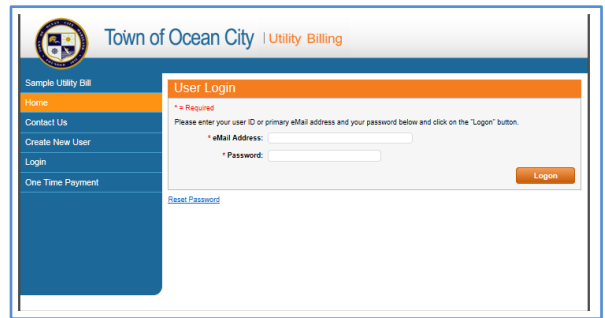
    Thank you and have a nice day.
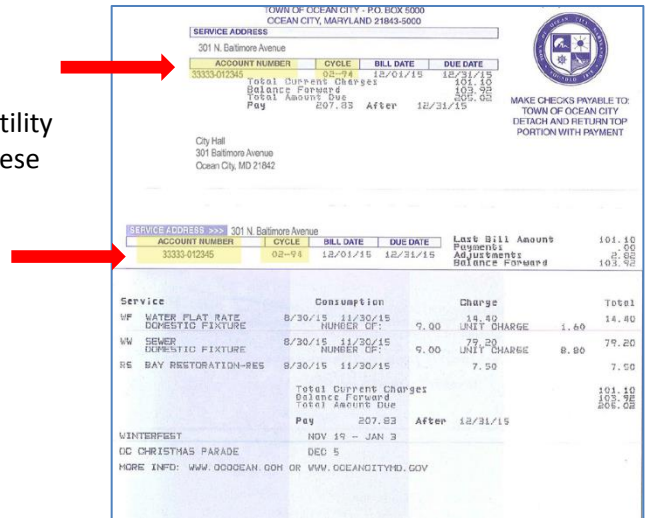
Click on the link as requested.

6. The link confirms your email has been enabled. Click on 'Login' (on the left menu bar).

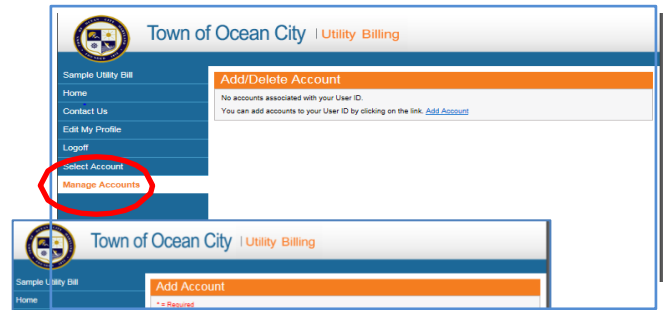7. Enter your email address for user ID, and the Password set up in Step 3, and click on Logon.

8. Before proceeding please be sure that you have you Utility Customer Account Number and Cycle. You can find these items on any of your recent monthly statement
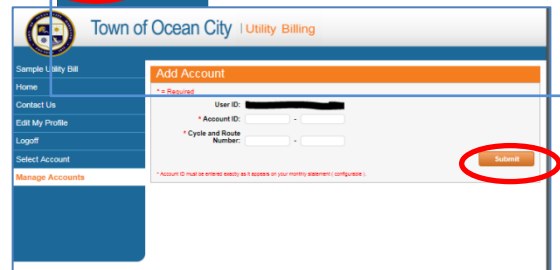
9. On the Home page, click on 'Select Account',
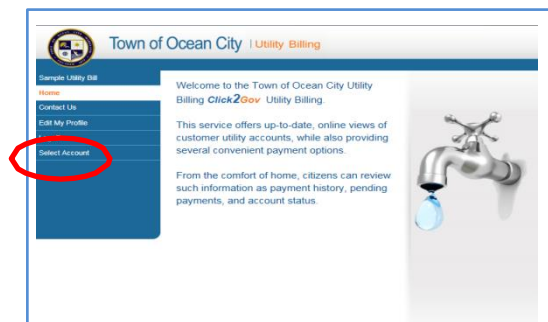
10. then 'Manage Account',

11. then 'Add Account'.

12. The User ID will be pre-filled with your email address. Enter other information from your most recent billing statement, and click on 'Submit'.

13. You will get the message, 'The account was added successfully', and can now access your account by clicking on 'Select Account' from the menu on the left, then clicking on the account number.

If you still need assistance, you may contact: myocwaterbill@oceancitymd.gov Or Phone: 410-289-8833