Customer Registration for the Customer Webportal

1. First go to the Customer Webportal website:  [http://customers.hqwebconnect.com/start](http://customers.hqwebconnect.com/start)

2. You will then Click “Register”

3. Next, you will see a screen similar to the below image. You will need to fill in the required information. Once completed, click “Complete your Registration”.

![Register Screen](image_url)
4. You will then be returned to the Login Screen. This time you will need to put in the email and password that you entered in the registration. Then, Click “Log in”

5. Once you are logged in, you will see the page below. Click on the Invoice tab at the end.
6. After clicking on the Invoice tab, you should see this screen. Now you can search for your invoices by date, invoice number, unpaid, paid or both.