



Oregon Trail
Electric Cooperative
Your Touchstone Energy® Cooperative 

Putting Our Energy To Work For You

NEW MEMBER PORTAL HOW TO GUIDE

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ACCESS THE NEW PORTAL

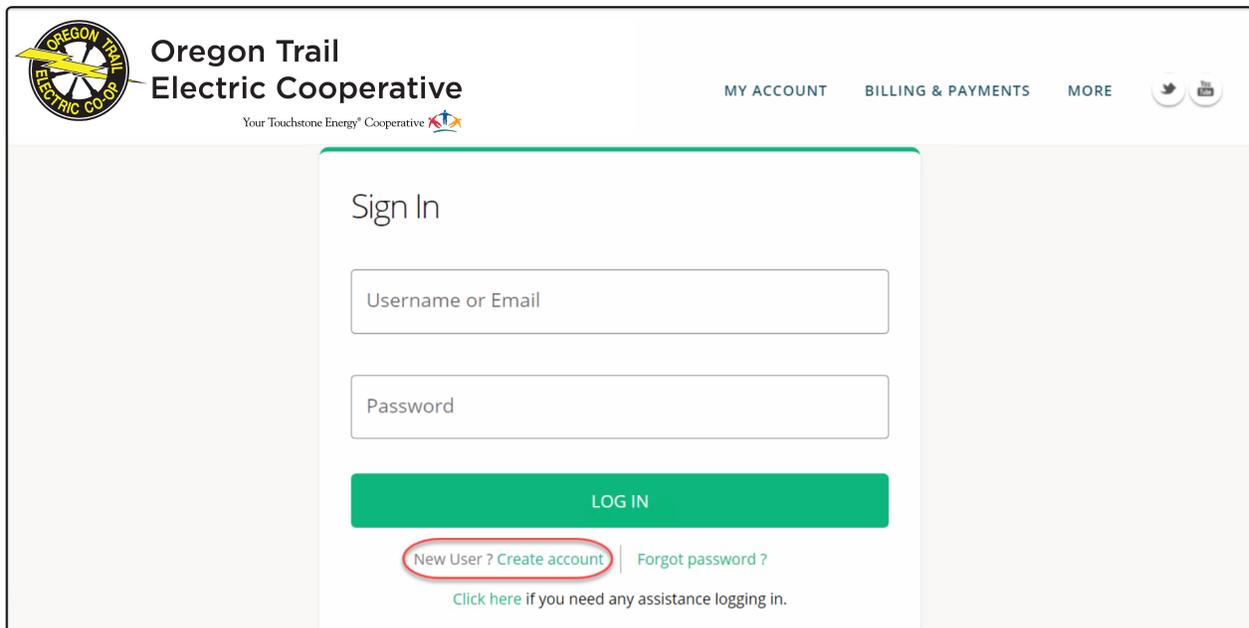
You can access the new Member Portal by clicking <https://ebill.otec.coop/onlineportal/Member-Login>

REGISTERING YOUR ACCOUNT

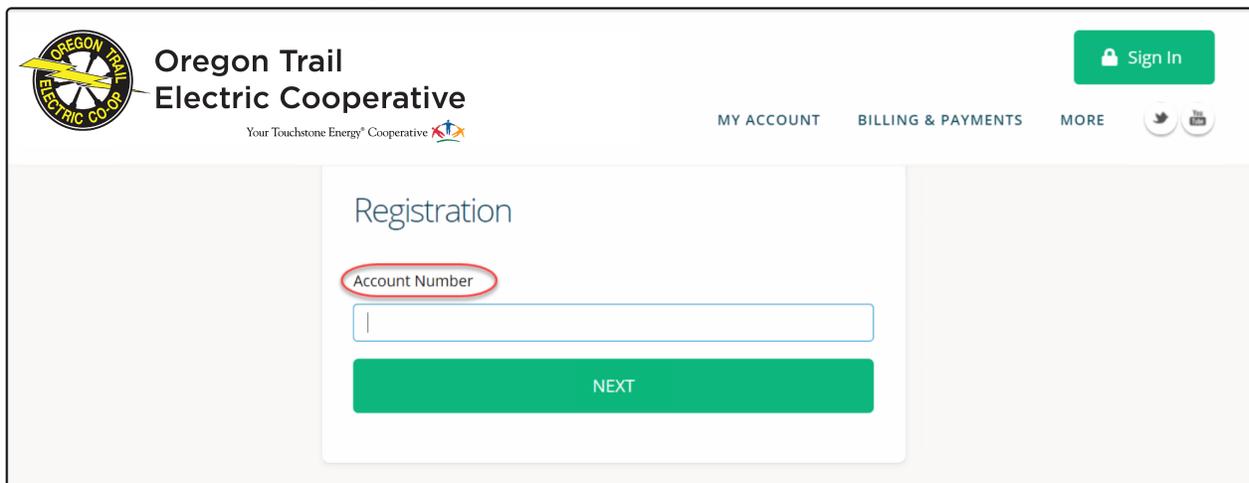
Before logging into your account, you will have to register.

To register your account:

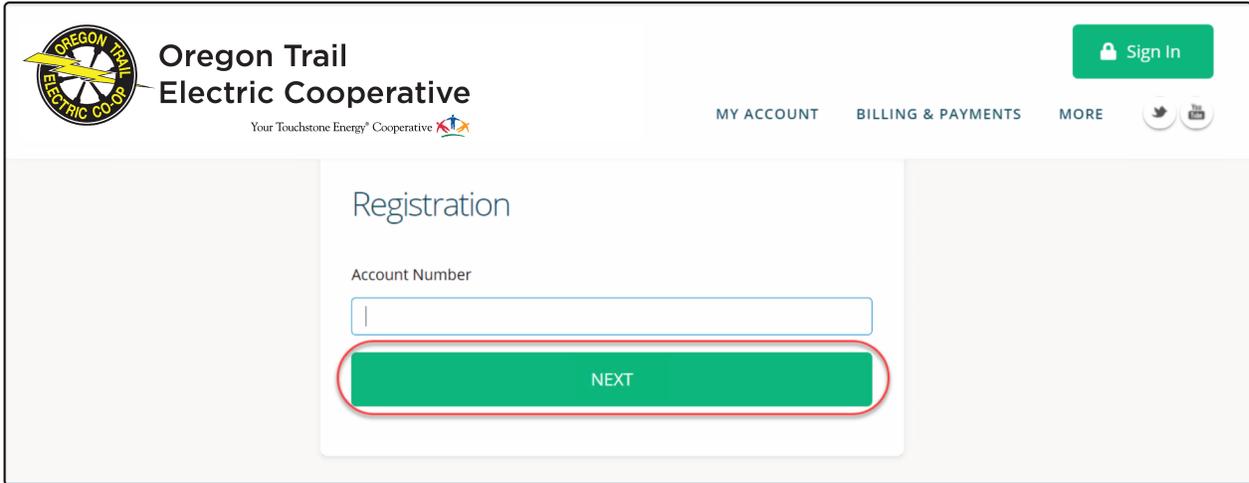
1. Click **Create Account** under the login fields.



2. Enter the account number for your account.



3. Click **NEXT**.



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MY ACCOUNT BILLING & PAYMENTS MORE

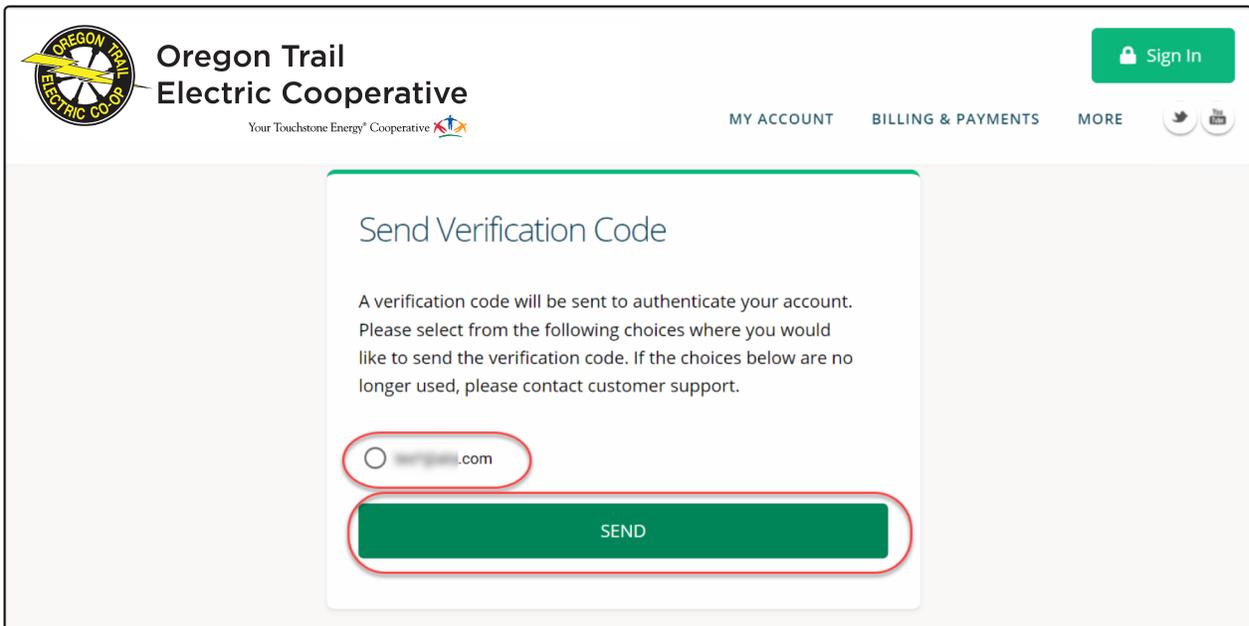
Sign In

Registration

Account Number

NEXT

4. Enter your email address to receive the verification code and click **SEND**.



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Sign In

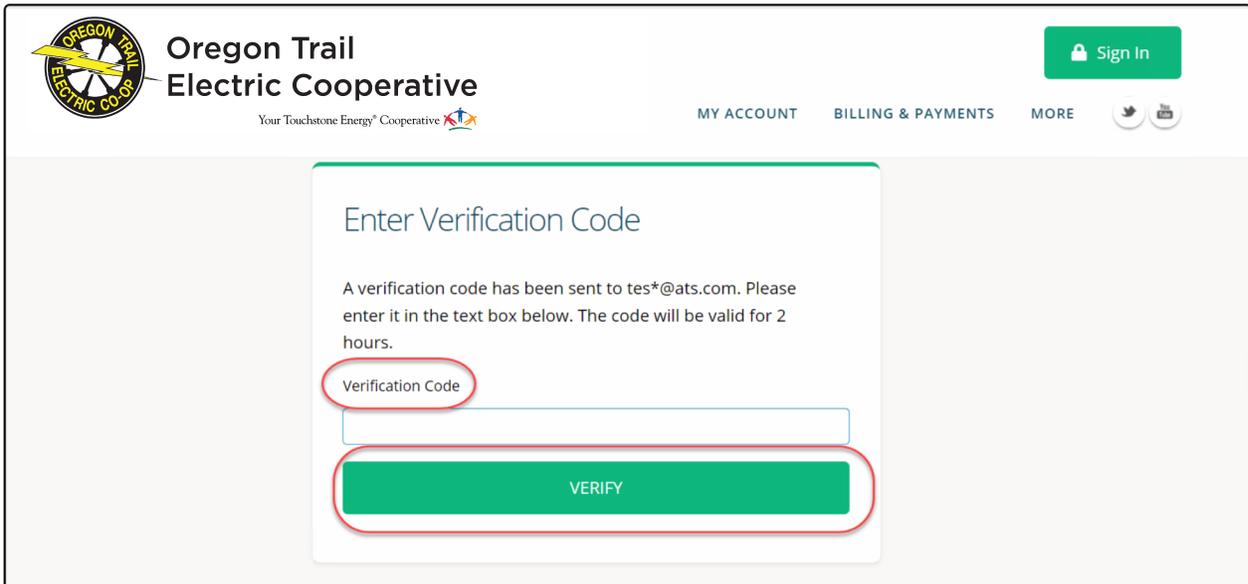
Send Verification Code

A verification code will be sent to authenticate your account. Please select from the following choices where you would like to send the verification code. If the choices below are no longer used, please contact customer support.

[redacted].com

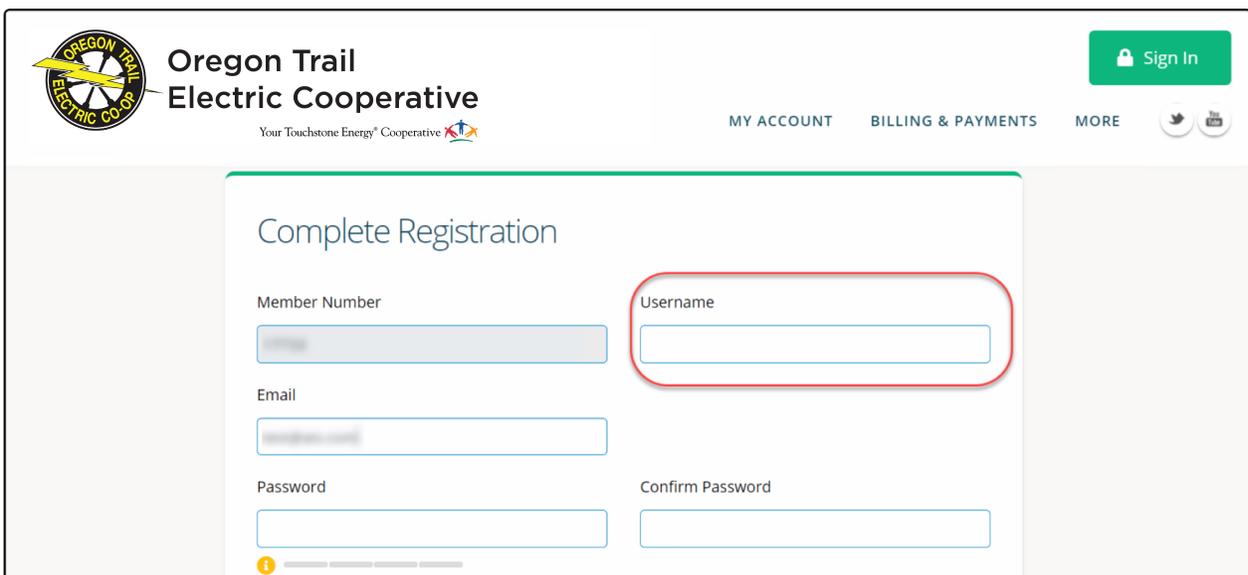
SEND

5. Enter the verification code that was sent via your preferred method and click **VERIFY**.



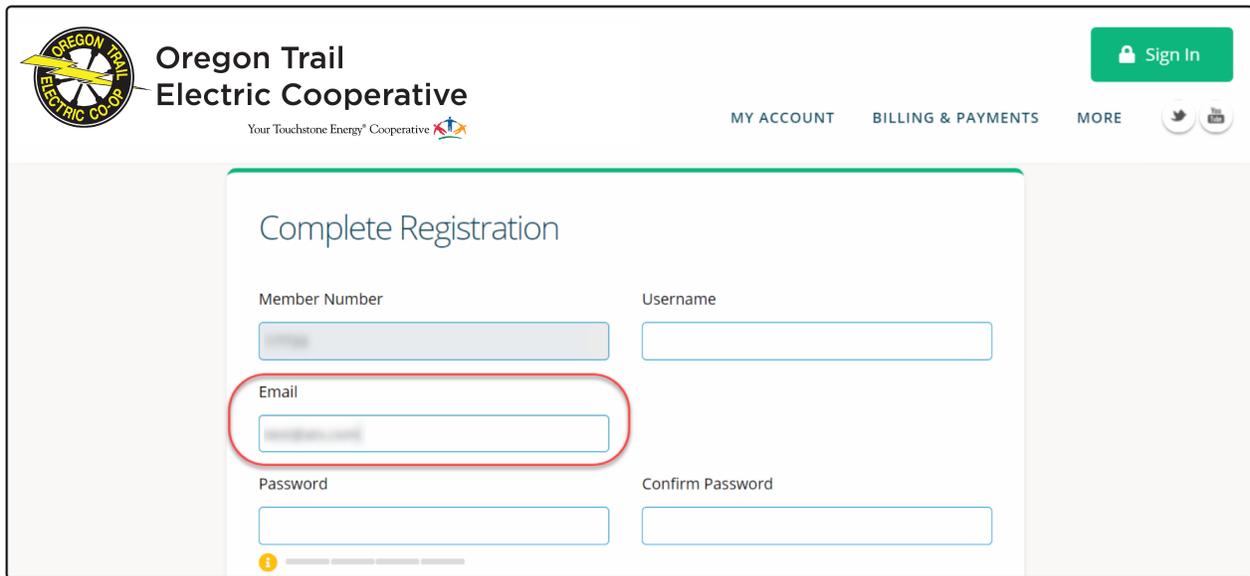
The screenshot shows the Oregon Trail Electric Cooperative website. The header includes the logo, the name 'Oregon Trail Electric Cooperative', the tagline 'Your Touchstone Energy® Cooperative', and navigation links for 'MY ACCOUNT', 'BILLING & PAYMENTS', and 'MORE'. A 'Sign In' button is in the top right. The main content area is titled 'Enter Verification Code' and contains the following text: 'A verification code has been sent to tes*@ats.com. Please enter it in the text box below. The code will be valid for 2 hours.' Below this text is a text input field labeled 'Verification Code' and a green button labeled 'VERIFY'. Both the input field and the button are circled in red.

6. Enter a Username. You can check the availability of the username as soon as it is entered.



The screenshot shows the Oregon Trail Electric Cooperative website. The header is identical to the previous screenshot. The main content area is titled 'Complete Registration' and contains four input fields: 'Member Number', 'Email', 'Password', and 'Confirm Password'. The 'Username' field is circled in red. There is also an information icon (i) at the bottom left of the registration form.

7. If the email address is incorrect, enter the correct email address.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Complete Registration

Member Number

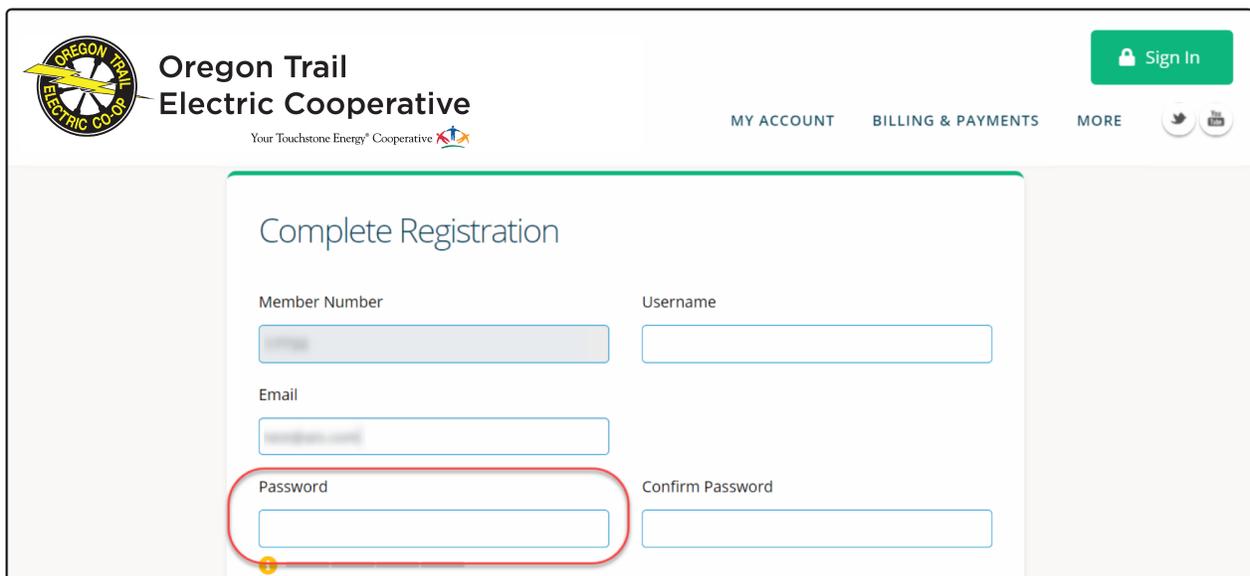
Username

Email

Password

Confirm Password

8. Enter a password.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Complete Registration

Member Number

Username

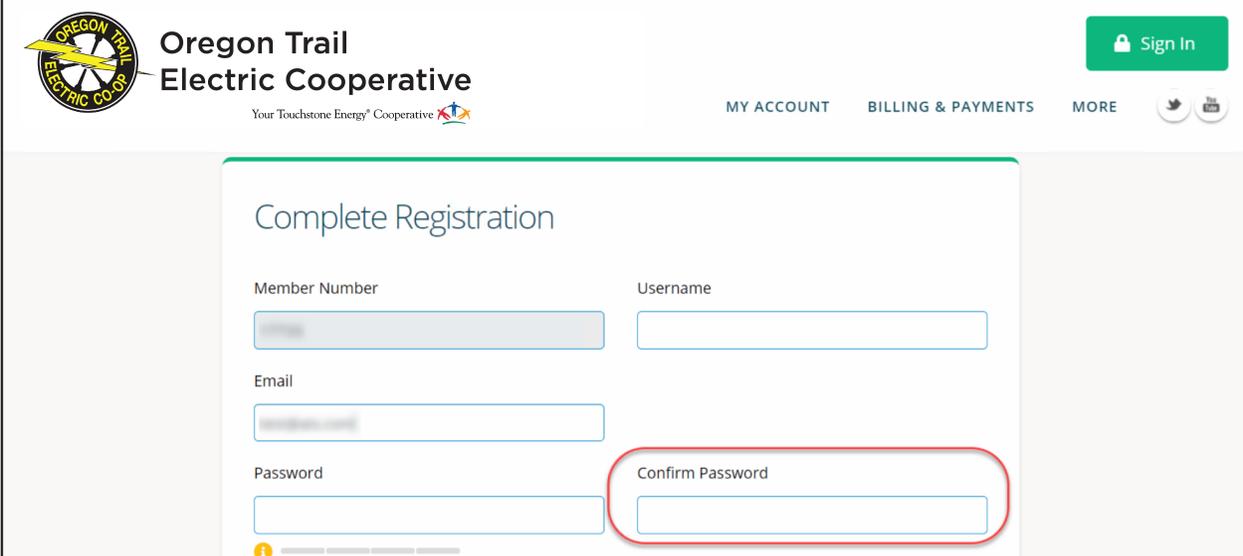
Email

Password

Confirm Password

Note: Password must be at least 8 characters and contain at least 1 lowercase character, 1 uppercase character, 1 number, and 1 special character.

9. Confirm password.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Complete Registration

Member Number

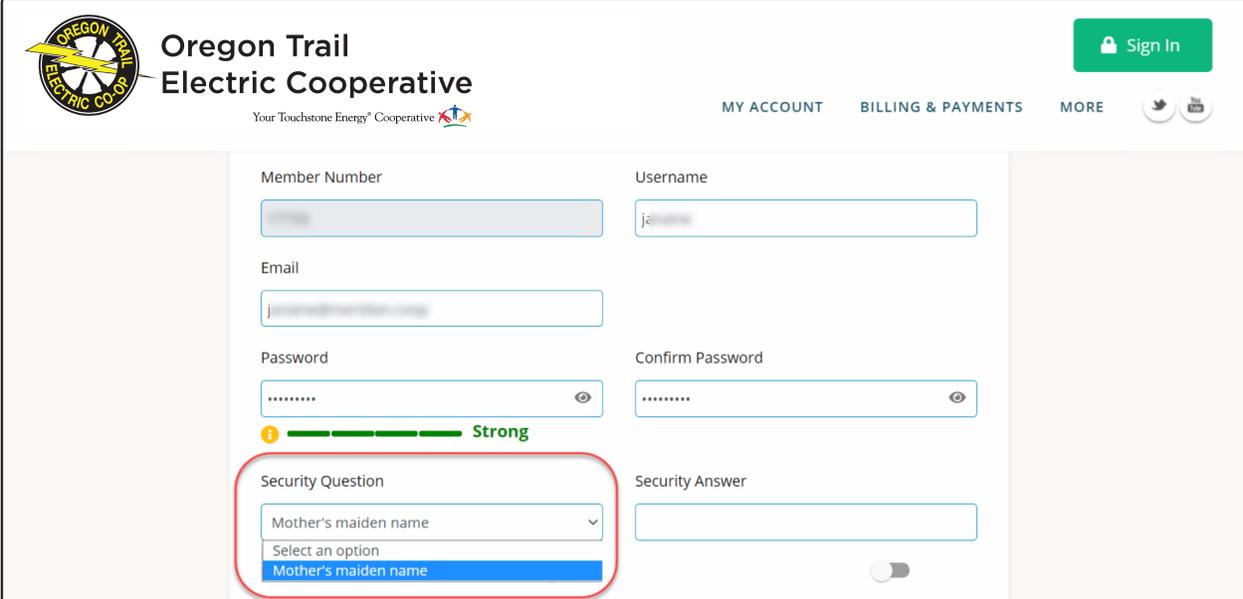
Username

Email

Password

Confirm Password

10. Select a security question from the drop-down menu.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Complete Registration

Member Number

Username

Email

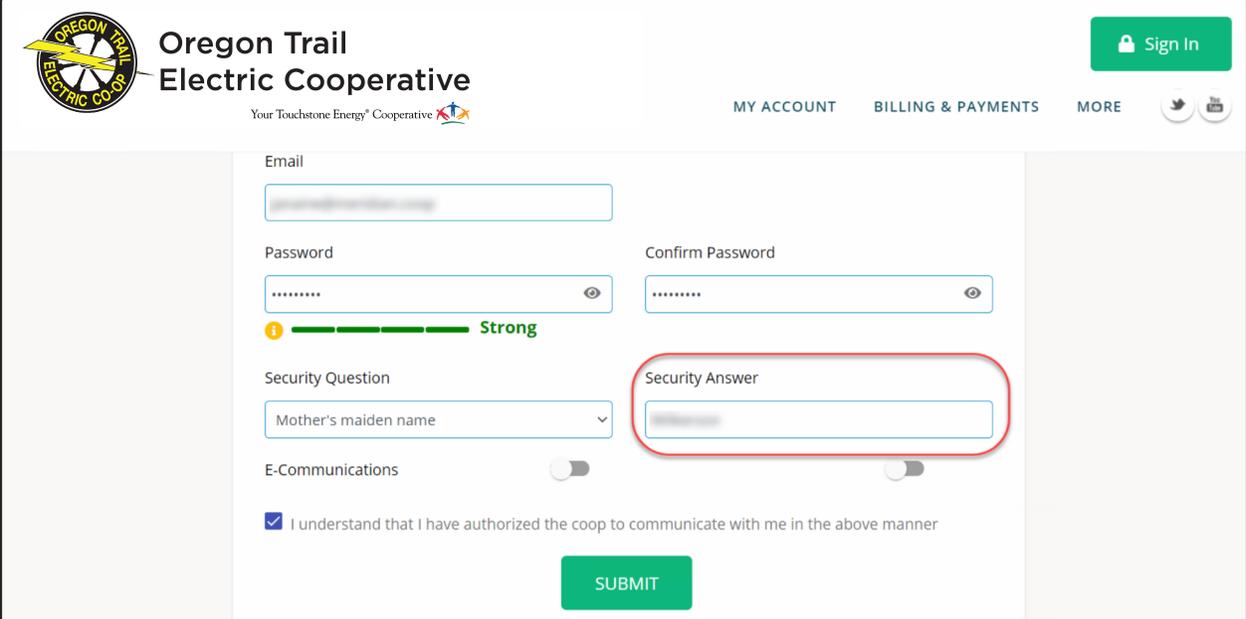
Password Strong

Confirm Password

Security Question

Security Answer

11. Enter the answer to the security question.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Email

Password **Strong**

Confirm Password

Security Question: Mother's maiden name

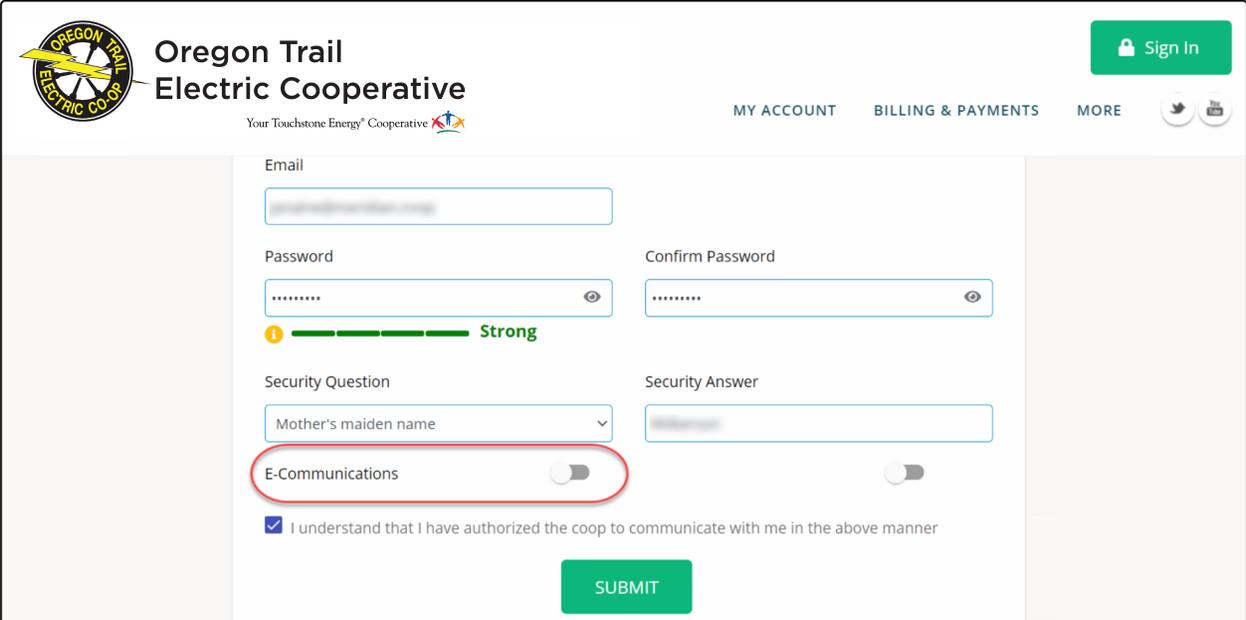
Security Answer

E-Communications

I understand that I have authorized the coop to communicate with me in the above manner

SUBMIT

12. Use the toggle switch to select if you would like E-Communications.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Email

Password **Strong**

Confirm Password

Security Question: Mother's maiden name

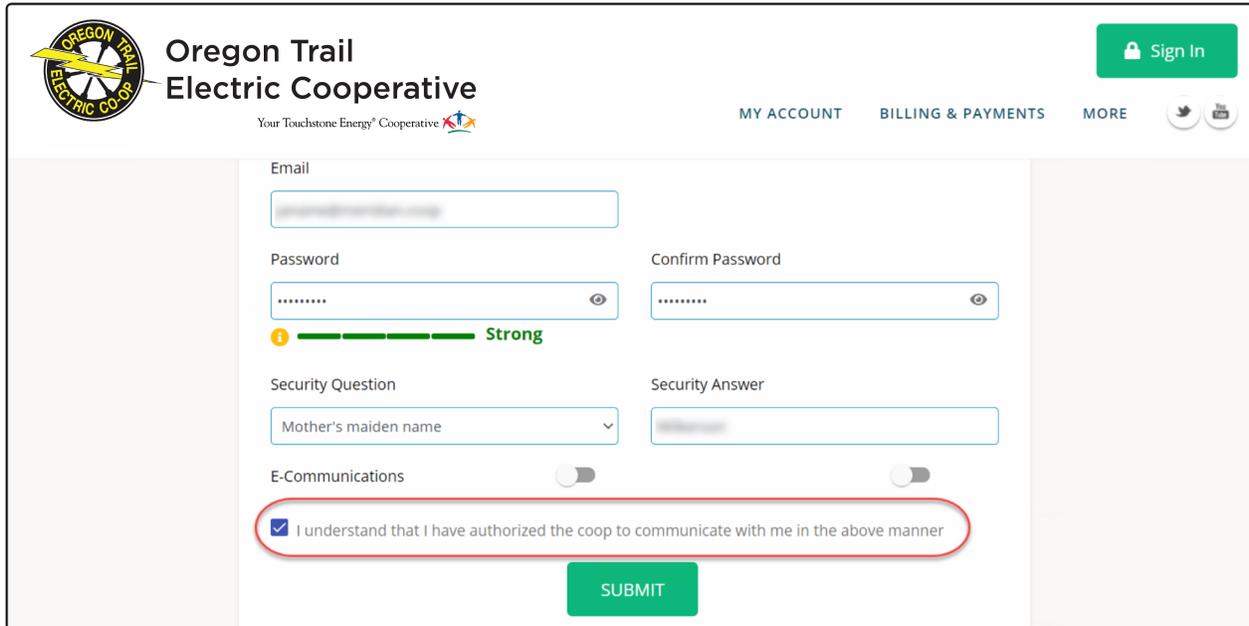
Security Answer

E-Communications

I understand that I have authorized the coop to communicate with me in the above manner

SUBMIT

13. Select the **I understand that I have authorized the co-op to communicate with me in the above manner** check box to continue.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Email

Password Strong Confirm Password

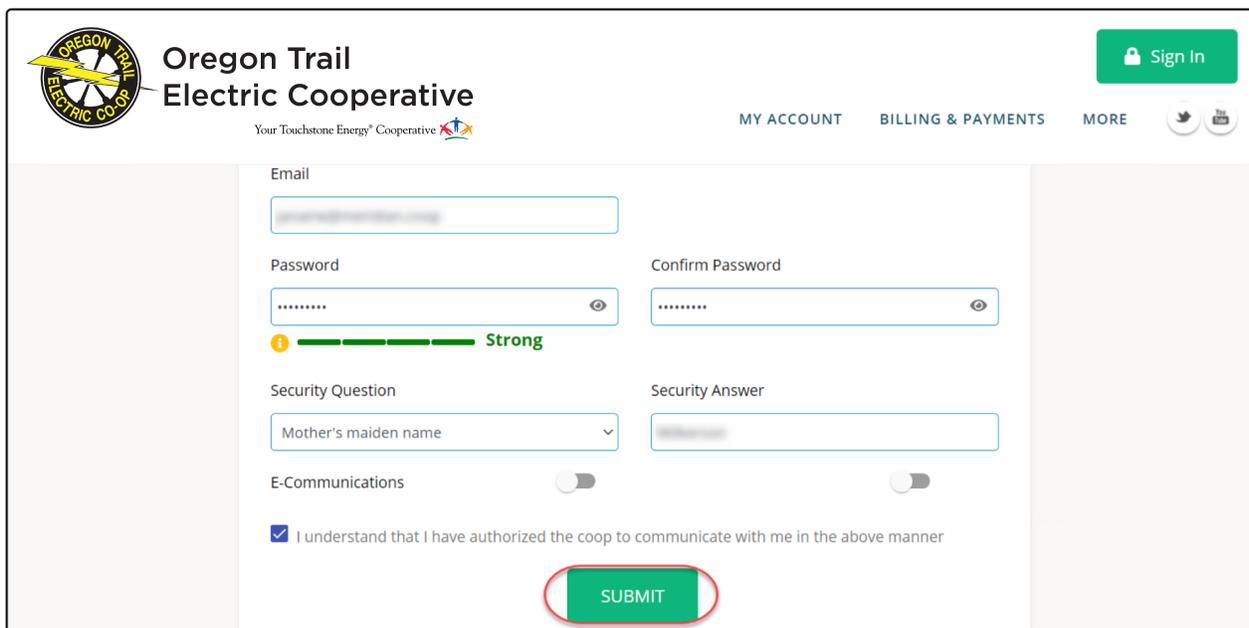
Security Question: Mother's maiden name Security Answer

E-Communications

I understand that I have authorized the coop to communicate with me in the above manner

SUBMIT

14. Click **SUBMIT**.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Email

Password Strong Confirm Password

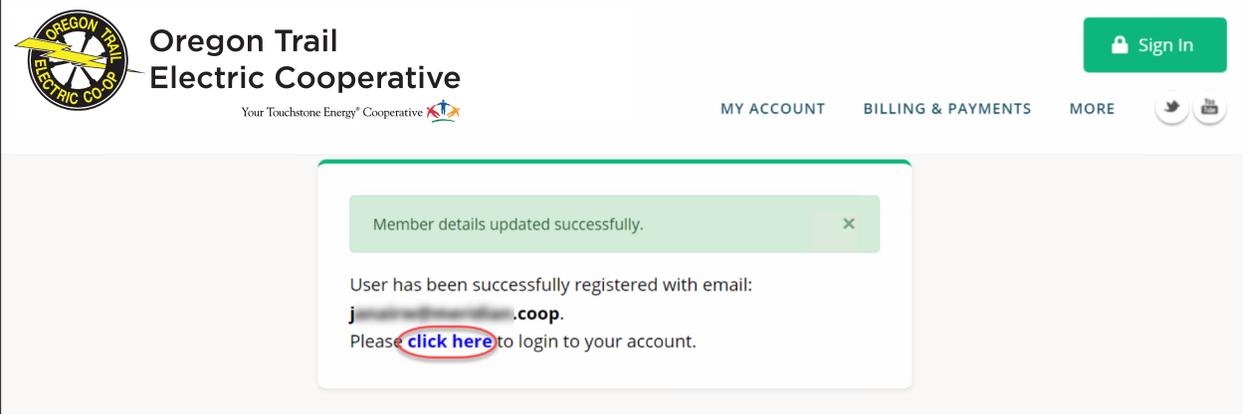
Security Question: Mother's maiden name Security Answer

E-Communications

I understand that I have authorized the coop to communicate with me in the above manner

SUBMIT

The confirmation screen appears and prompts you to log in.



The screenshot shows the Oregon Trail Electric Cooperative website. The header includes the logo, the name "Oregon Trail Electric Cooperative", the tagline "Your Touchstone Energy® Cooperative", and navigation links for "MY ACCOUNT", "BILLING & PAYMENTS", and "MORE". A green "Sign In" button is in the top right. A central notification box contains the following text:

Member details updated successfully. ✕

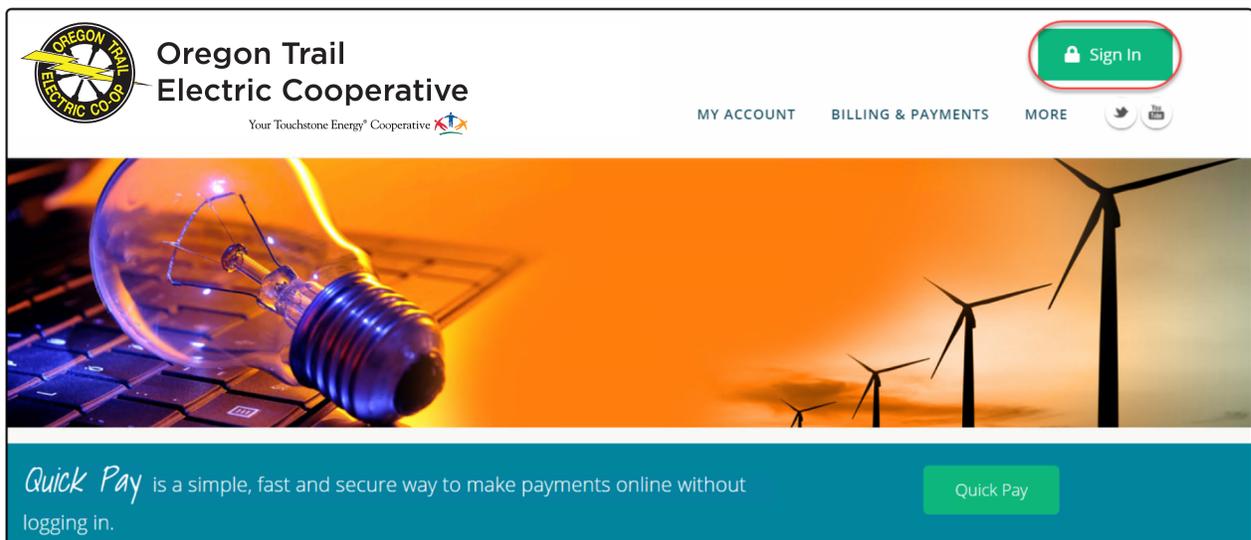
User has been successfully registered with email:
j [redacted] .coop.
Please [click here](#) to login to your account.

LOGGING INTO THE MEMBER PORTAL

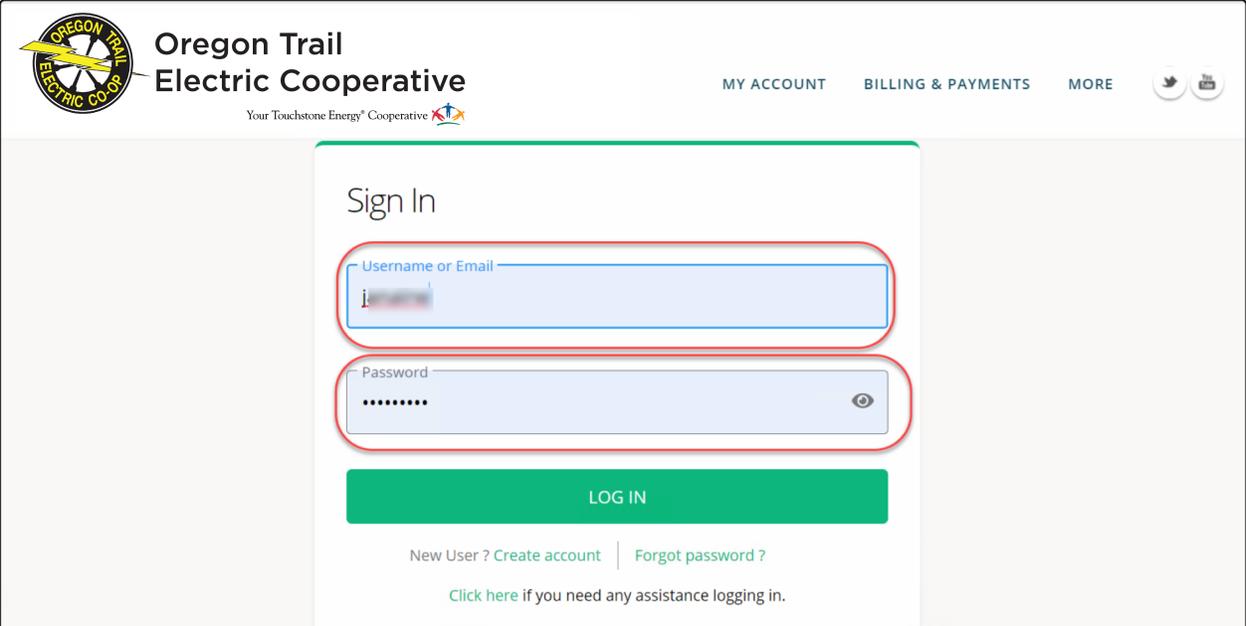
Before accessing any account data on the portal, you must first log in to your account. You need to have your username or email address and password available.

To log into the portal:

1. Click **Sign In** in the top right of the homepage. Clicking on any tab or link also takes you to the login page if you are not already logged in.



2. Enter your username or email address and password to access your account through the Member Portal.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

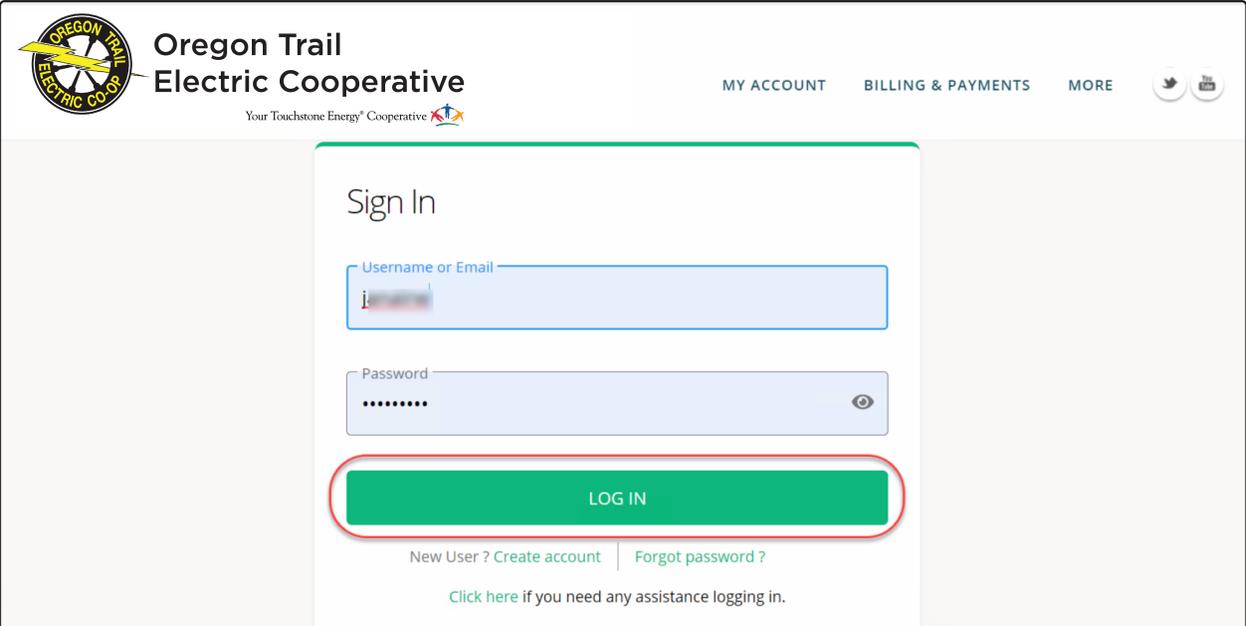
Username or Email
j.*****

Password

LOG IN

New User ? [Create account](#) | [Forgot password ?](#)
[Click here if you need any assistance logging in.](#)

3. Click **LOG IN**.



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MY ACCOUNT BILLING & PAYMENTS MORE

Sign In

Username or Email
j.*****

Password

LOG IN

New User ? [Create account](#) | [Forgot password ?](#)
[Click here if you need any assistance logging in.](#)