



# **THE TECHERY**

**SOUTHERN HIGHLANDS**

**MYACCOUNT PORTAL  
GUIDE**



## How To Guide: Your MyAccount Portal

### Logging in:

- **Click URL:** <https://thetechery.utilmate.com/>
- **Log in:** This will be the email address you receive your invoices into
- **Password:** Enter password
  - If you have forgotten or not used your MyAccount Portal before;
    - Select forgot password
    - A link will be sent to your email
    - Enter new password details & confirm
    - Use link above to sign in using new credentials

### Setting up your Direct Debit:

1. Log into account
2. On top ribbon on Dashboard, find Billing & Payment
3. Use drop Down option to SET UP DIRECT DEBIT
4. Select Preference (Credit Card or Bank Account)
5. Complete Bank Account or Credit Card details as required (note you will need to click on both tick boxes)
6. Submit

If you have an outstanding amount on your account, please use the **Pay My Bill** option as follows:

1. Log into account
2. On top ribbon on Dashboard, find Billing & Payment
3. Use drop Down option to PAY MY BILL
4. Fill in Credit Card details as required
5. Select Pay Now



## For copies of invoices

1. Log into account
2. On top ribbon on Dashboard, find Billing & Payment
3. Use drop Down option to **BILLING PAYMENT & HISTORY**
4. Find invoice you wish to download/view
5. Click download function near invoice

## Additional Features:

- **View your Usage**

The Techery make it easy for you to view your 4G usage on the MyAccount Portal.

If you have multiple sites, please select the dropdown function to reflect the correct address.

You are able to view your monthly usage (this is only uploaded in retrospect) after months end and your average daily usage.

You are also able to export this data for your own review

- **DashBoard – My Details**

You are able to edit your account details and update your portal password here.

Note you are also encouraged to check the address we are servicing under My Address/es is correct.

Have any further questions? Use your contact page to send us your enquiry.

[accounts@thetechery.au](mailto:accounts@thetechery.au)

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