

## Guidance for OKTA Login for Lead Service Line Technical Assistance Application

Hello and welcome to a short video on how to sign up for your OKTA account for Lead Service Line Technical Assistance.

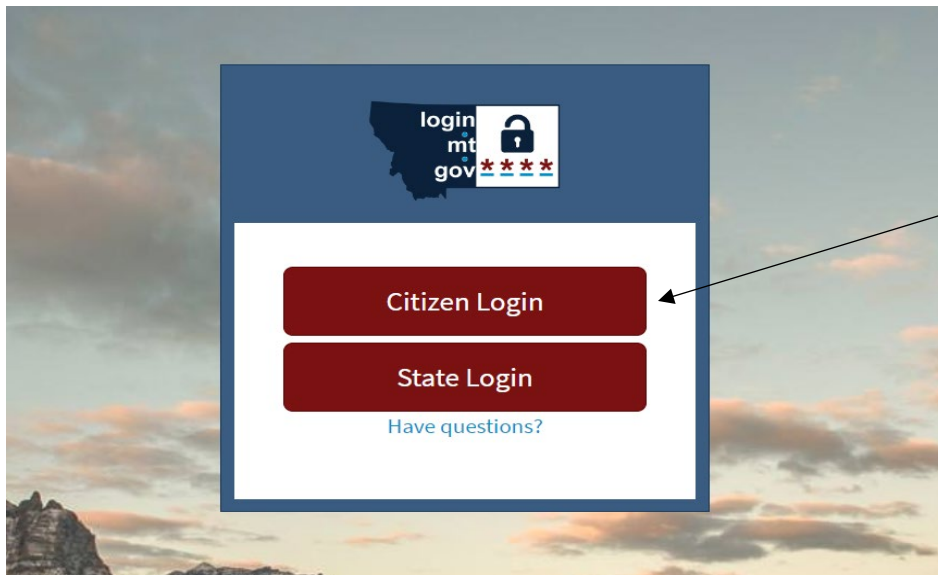
**If you already have an OKTA account**, visit <https://comdev.mt.gov/Programs-and-Boards/Community-Technical-Assistance-Program/Lead-Service-Lines> and click on the “Request Help Inventorying Lead Service Lines” button.

**If you don't have a current citizen login**, please follow these steps:


Visit <https://comdev.mt.gov/Programs-and-Boards/Community-Technical-Assistance-Program/Lead-Service-Lines> and click on the “Request Help Inventorying Lead Service Lines” button.

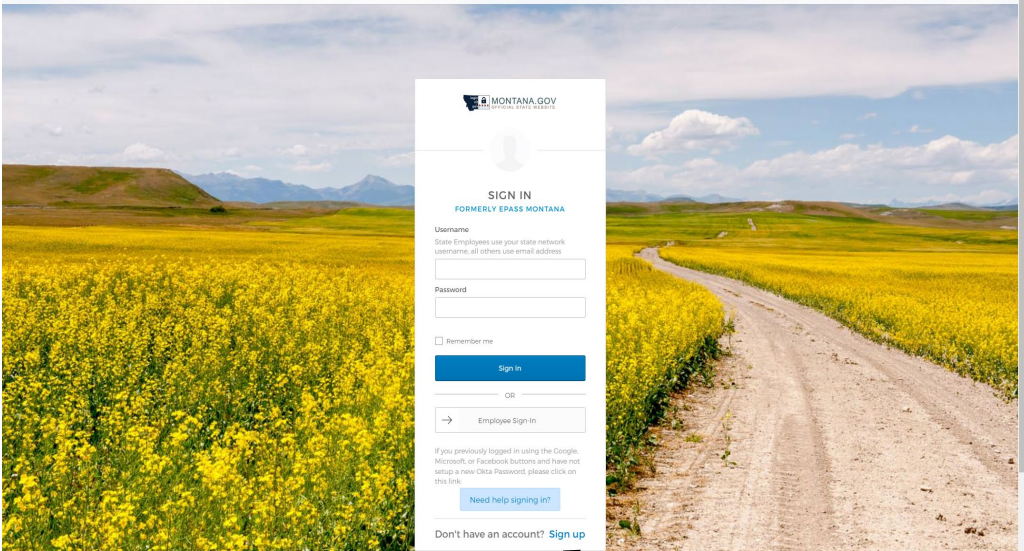
Scroll down the sign in page and select "Sign Up."

Enter the required information in the fields as shown.



Click on Citizen Login

Connecting to   
Sign in with your account to access ServiceNow UD - Prod



Click on Sign Up



### Create Account FORMERLY EPASS MONTANA

Email \*

Password \*

First name \*

Last name \*

\* indicates required field

Register

Back to sign in

Enter your information listed. Once you've entered all the information,

click on Register.

Select the "Register" button to send an account verification email to your registered email address.



Verification email sent

To finish signing in, check your email.

[Back to sign in](#)

You'll receive a verification notice after you've successfully registered.

The email in question will come from the sender address [noreply@okta.com](mailto:noreply@okta.com), with the subject line "Activate Account." If you don't see the email in your inbox, it may have been sent to your spam or junk folder. You can try using your mailbox's search field, searching either the sender's address or subject line, to find where the email is located within your inbox.

SENDER	SUBJECT	VIEW
Okta noreply@okta.com	Activate Account	>

Click the "Activate Account" button in your email. Next, you'll be taken to a ServiceNow page to complete your registration information. After you submit your registration information, close out all your internet browsers.



Click on Activate Account

Upon activating your account, you'll receive the following pop-up form:

Click on the option that pertains to **YOUR ENTITY**. If you're unsure which option to select, *click on "I am not representing a business."* Once you've entered the information, click save. The screen shot below is for **EXAMPLE PURPOSES ONLY**.

## Please fill out the following information to complete your registration

Once the form is complete and the Save button appears you will be logged out and we will require you to relogin

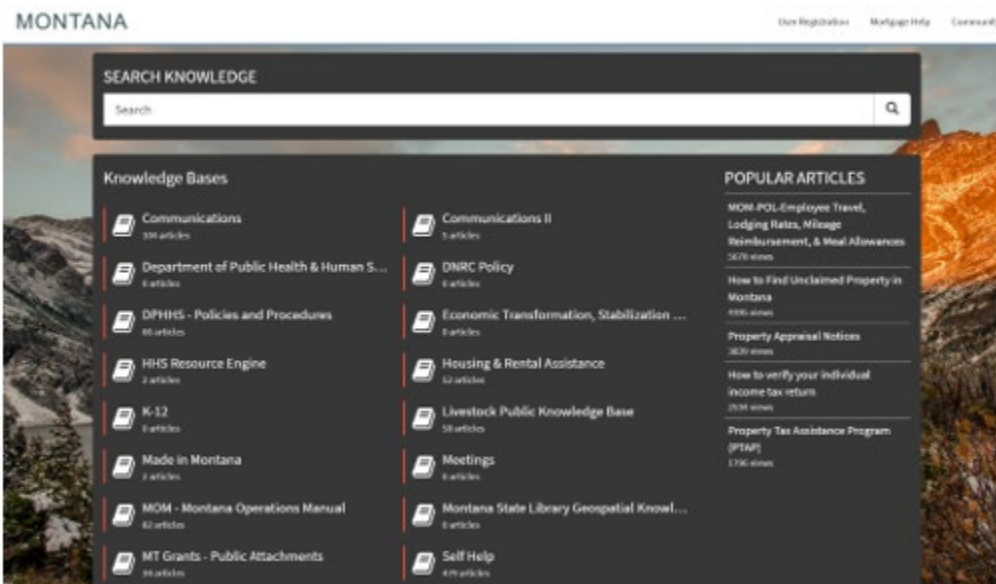
Please select an option that describes your purpose here

I am not representing a business

Save

Click on Save

You'll be redirected to the following page:



Close out the page.

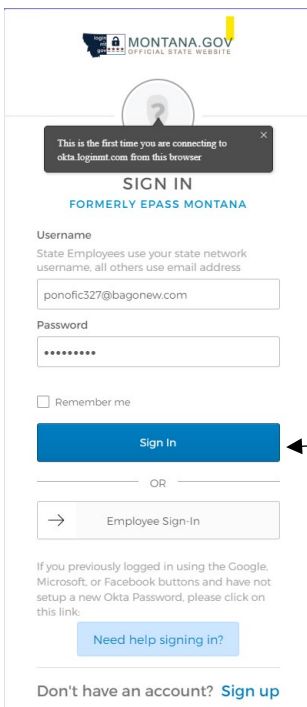
Go back to <https://comdev.mt.gov/Programs-and-Boards/Community-Technical-Assistance-Program/Lead-Service-Lines> and click on the “Request Help Inventorying Lead Service Lines” button.

You’ll be taken to the ServiceNow login page. Choose “Citizen Login.” Next, fill in your OKTA login information and you’ll be taken to the Lead Service Line Technical Assistance application form page.



Click on Citizen Login

Once you click on Citizen Login, you’ll see the sign-in page. Enter your information to sign in. Once complete, click on Sign In.



Click on Sign In

# You're now able to complete the Lead Service Line Technical Assistance Request Form.

Home > All Catalogs > DOC Service Catalog > Lead Service TA >

Lead Line Technical Assistance Request Form

## Lead Line Technical Assistance Request Form

\* Indicates required

\* Public Water System ID (PWSID), Should be 9 characters long (e.g., MT000XXXX):

Unique Entity ID(UEI)

\* How many systems does your system serve (connections)? Including connections not currently receiving water.

\* Does your water system serve primarily users who are members of one of Montana's tribal nations?

\* Is your water system located within the boundaries of one of Montana's tribal nations? (If yes, select the tribal nation.)

\* City/Town/County Associated w/ this service line:

If you need assistance with the OKTA sign up process, call us at 406.841.2770.